



Remote Learning Policy

Aims

This remote learning policy aims to:

- Ensure consistency in the school's approach to remote learning.
- Set out expectations for all members of the school community with regards to remote learning.
- Provide appropriate guidelines for data protection.

Roles and Responsibilities

Any period of quarantine/isolation will have an impact on staff, parents and students. It is with this knowledge that the policy is designed to be considerate to additional stresses that people may experience.

It is important that staff and parents work closely to ensure that students continue to have a quality education.

If your son has to self-isolate:

- All departments have planned for this eventuality and work will be set for students via a specific Google classroom. The student will receive a **Google classroom** invitation via their school email account, which they need to accept to access their specific work.
- This will be sent by the end of day 2 after you have informed us that your son is isolating.
- Your son will receive an invite to join the Google classroom for isolating students from admin.
- He should click to join.
- He should click 'Classwork' from the top menu, where he will find work set for the fortnight, by subject, by year group.
- Your son should submit the work on Google classroom by sharing the work with his teacher.
- Students and parents should have full access to a computer and the internet.
- If this is not possible, then please contact Mr Casey (scasey@wellacre.org) and will do our best to find a solution.
- If your son struggles to find this work, please ask him to contact his achievement tutor via email or admin@wellacre.org
- A staff list of emails has also been provided (<https://www.wellacre.org/teaching-and-learning/curriculum/>).

- Teachers are responsible for providing quality education.

Planning and Setting work

- Faculty/department teams have provided fortnightly plans which align with the two weeks' timetable.
- Faculty/department teams should assess the principles and practice curriculum plans and identify key concepts that must be taught to prevent students falling behind. There should be a balanced approach to revisiting prior knowledge and introduction of new knowledge and skills.
- Teachers should aim for a variety of activities where appropriate. Practical subjects should maintain that element of the course as much as possible through videos.
- Teachers need to ensure that the content they are providing the students is accessible and achievable for the students to complete at home, independently.

Providing feedback on work

- Any contact should be made through school emails and systems.
- Any questions raised will receive a response within 48hrs.
- Any complaints or concerns shared by parents and students should follow school procedure through the HOF or pastoral team.

Inclusion Team

- Our Inclusion team are available to support remote learning. Differentiated work/timetables will be put in place where appropriate to maintain student engagement in education.
- All students and parents are able to follow normal school procedure and contact teacher and/or form tutor with concerns or if in need of extra support.

Faculty/Subject leads

Alongside their teaching responsibilities, as outlined above, HOF and HOD are responsible for:

- Reflecting on any aspects of the subject curriculum that need to change to accommodate remote learning.
- Working with teachers to ensure work set is appropriate and consistent.
- Working with other subject leads and senior leaders to make sure work set across subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Monitoring the work set in their faculty/subject.
- Maintaining links with subject networks and exam boards.

Senior Leaders

Alongside any teaching responsibilities, ALT are responsible for:

- Coordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set or and collating and evaluating feedback from pupils and parents.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

Network Services

Network services staff are responsible for:

- Fixing issues with systems used to set and collect work.
- Helping staff and parents with any technical issues they're experiencing.
- Reviewing the security of systems and flagging any data protection breaches to the data protection officer.
- Assisting pupils and parents with accessing the internet or devices.

Students and Parents

Staff can expect students to:

- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers
- Alert teachers if they're not able to complete work

Staff can expect parents to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it
- Be respectful when contacting staff

Governing board

The governing body is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible,
- Ensuring that staff are certain that systems are appropriately secure, for both data protection and safeguarding reasons.

Data Protection

Accessing personal data

All remote learning materials will be shared through a specific Google classroom so will have the internal security measures built in.

Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected.
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device.
- Making sure the device locks if left inactive.
- Not sharing the device among family or friends.
- Installing antivirus and anti-spyware software through Network Services.
- Keeping operating systems up to date – always install the latest updates through Network Services.
- All private student equipment used at home will have the security systems of their internet or phone service provider.