

The logo for Coventry Extended Learning Centre features the word "COVENTRY" in a dark blue, sans-serif font. A horizontal line extends from the end of "COVENTRY" to the right, where it meets a stylized graphic of three overlapping triangles. The triangles are drawn with thin lines in shades of blue and purple. Below "COVENTRY", the words "EXTENDED LEARNING CENTRE" are written in a bold, dark blue, sans-serif font.

COVENTRY  
**EXTENDED LEARNING CENTRE**

# Remote Learning Policy

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### 1. Aims

This remote learning policy for staff aims to:

- › Ensure consistency in the approach to remote learning for pupils who aren't in school
- › Set out expectations for all members of the school community with regards to remote learning
- › Provide appropriate guidelines for data protection

### 2. Roles and responsibilities

#### 2.1 Associate Headteacher

- › Overall lead responsibility
- › Identify, direct and coordinate requirements for and delivery of remote learning
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations

#### 2.2 Senior leaders

- › Co-ordinating the remote learning approach across CELC – led by Associate Headteacher
- › Monitoring the effectiveness of remote learning – including regular meetings with teachers and subject leaders, reviewing work set, seeking feedback from pupils and parents

#### 2.3 Teachers

When providing remote learning, teachers must be available for their normal working hours.

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

- › Setting work:
  - Teachers will provide work for all groups that are on their timetable for the academic year. Subject Leads will do so for any members of staff who are reported as being on sick leave.
  - Work will be assigned on a weekly basis for all students using the VLE and teachers will be expected to check in with their students for understanding and completion.
  - There will be timetabled live streamed lessons. Teachers will be responsible for planning and delivering lessons when timetable to do so with online in session support by at least one other

member of staff for safeguarding and adhering to CELC Code of Conduct (School Staff and Central Teachers) 2019-2021.

- Glenn Mellor will inform when this work needs to be set, and teachers will need to ensure they keep to deadlines.
- Glenn Mellor will coordinate the uploading of work to the virtual platforms where work will be uploaded.
- Where possible teachers should provide work, which continues the progress the classes would make if they were attending lessons (avoid setting work which is not relevant to the scheme of work which would have been covered in the classroom).
- Teachers will be asked to provide paper resources for students who have limited or no access to the VLE so that all students can continue their education remotely.

➤ Providing feedback on work:

- Students will submit completed work to teachers on the VLE. Maths work will be completed online using My Maths.
- Teachers will contact students to discuss their work at least once a week and record summaries of these feedback sessions in their online mark books.

➤ Keeping in touch with pupils who aren't in school and their parents:

- Students are RAG rated according to vulnerability, with associated frequencies of contact. Teachers will contact their students at least once per week to discuss their work using Microsoft Teams.
- Teachers will answer emails from parents/carers regarding the work they have set during working hours.
- Teachers should pass on complaints made by parents to Subject Leads/SLT and concerns recorded as detailed below in the Safeguarding section and as outlined in the CELC Complaints Policy.
- Students who fail to complete work should be referred to Subject Leads and Heads of Centre.

➤ Attending virtual meetings with staff, parents and pupils:

- Standard CELC dress code always applies at all times
- Locations – if delivering content over Microsoft Teams, select your location carefully, avoiding areas with background noise and ensuring nothing inappropriate is in view
- Second member of staff must be present for the duration of the lesson/meeting. If second member of staff is not available, the lesson will need to be cancelled and parents notified
- If a pupil reports a safeguarding concern, this must be logged using the normal safeguarding protocols (CPOMS).
- Lessons must be delivered at the timetabled slot only and arranged through the school CELCHES domain using Microsoft Teams directly to the pupil school email address
- Students will only access Microsoft Teams using their school email and log in.

## 2.4 Teaching assistants

When assisting with remote learning, teaching assistants must be available for their normal working hours.

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When assisting with remote learning, teaching assistants are responsible for:

➤ Supporting pupils who aren't in school with learning remotely:

- Supporting online live streamed lessons by logging into their timetabled sessions and adhering to CELC Code of Conduct (School Staff and Central Teachers).

- Target pupils who have been identified as not engaging with, or as struggling with accessing/completing, remote learning
- Support should be provided through direct contact (Teams meeting, phone call, etc.)
- Attending virtual meetings with teachers, parents and pupils:
  - Standard CELC dress code always applies
  - Locations – select your location carefully, avoiding areas with background noise and ensuring nothing inappropriate is in view

## 2.5 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum needs to change to accommodate remote learning
- Working with teachers who are teaching their subject remotely to make sure all work set is appropriate, high quality and consistent
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate, high quality and consistent, and that achievable deadlines are being set
- Monitoring the remote work set by teachers in their subject, such as through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

## 2.6 Pastoral Managers/ SENCO

- Monitor student engagement
- Help resolve any issues with accessing remote learning
- Resolve any issues with accessing remote learning

## 2.7 Designated safeguarding leads

- The DSLs are responsible for ensuring that the measures and protocols outlined in CELC's Safeguarding & Child Protection Policy (including the addendum) are implemented
- Acting upon any safeguarding and child protection concerns raised by staff

## 2.8 Senior Administrators

- Distribute any required hard copies of work (for students without access to the necessary IT equipment)

## 2.9 IT staff (CCC)

IT 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 remote learning systems and flagging any data protection breaches to the data protection officer

## 2.10 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time

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

Staff can expect parents/carers of children learning remotely 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 making any complaints or concerns known to staff

## 2.11 Governing board

The governing board 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 remote learning systems are appropriately secure, for both data protection and safeguarding reasons

## 3. Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting work – talk to the relevant subject lead or SENCO
- Issues with behaviour – talk to the relevant Pastoral Manager or SLT member
- Issues with IT – Liaise with the IT Team
- Issues with own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the Data Protection Officer (Glenn Mellor, Associate Headteacher)
- Concerns about safeguarding – record concerns on to CPOMS and refer to Pastoral Managers/DSL

## 4. Data protection

### 4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

- Only use their CCC laptop or work mobile phone to access student details on share point or CPOMS and the Remote Desktop for SIMS.

### 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

### 4.3 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 – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Ensure that CCC OneDrive cloud storage is used as the preferred storage method for all student and staff data. This means that if the device is lost or stolen, no one can access any files which would be classified as a data breach.
- Making sure the device locks if left inactive for a period
- Immediately locking devices whenever they are left unattended
- Not sharing the device among family or friends
- Keeping operating systems up to date – always follow on screen prompts to allow installation of the latest updates.

## 5. Safeguarding

CELC's Safeguarding and Child Protection Policy (including the Covid-19 addendum) must always be adhered to at all times.

## 6. Monitoring arrangements

This policy will be reviewed as the situation develops (for instance, due to software platform development. At every review, it will be approved by the Management Committee.

## 7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding & Child protection policy and coronavirus addendum to our policy
- Data protection policy and privacy notices
- Home-school agreement
- Acceptable use of IT policy
- E-safety policy