

# Queensmill School

## Remote Learning Policy



**Approved by:**

**Date:** January 2021

**Last reviewed:**

**Next review due by:**

## Contents

1. Aims .....	2
2. Roles and responsibilities .....	2
3. Who to contact .....	5
4. Data protection .....	5
5. Safeguarding .....	6
6. Monitoring arrangements.....	6
7. Links with other policies .....	6

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## 1. Aims

At Queensmill School, we recognise that our children and young people and their parents will find remote learning particularly challenging. Our policy and provision of remote learning will therefore need to reflect this. We aim to provide a personalised remote learning plan for each child based on their age, ability, interests and parents/carers views and wishes. Therefore, the quantity of remote learning, type of remote learning and level of difficulty of remote learning will be different for each child.

This remote learning policy for staff aims to:

- 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

- Joanna Dziopa, Deputy Head: Responsible for overseeing the development and implementation of remote learning across the school
- Mary Uprichard, Assistant Head: Responsible for monitoring remote learning being delivered across the school
- Jorge Hernandez-Garijo, Computing Lead: Responsible for staff training on *Firefly*, supporting staff experiencing any difficulties with this and modelling how Firefly can be best used to support children at home
- Owen Bridgeman, IT: Responsible for any technical difficulties such as access to the remote server, log in problems on Firefly and supporting parents to set up an account
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### 2.1 Teachers

When providing remote learning, teachers should be available to parents and children during their usual teaching hours of 9am to 3pm. For all internal communication, teachers should be available remotely during their usual working hours of 8am to 3.30pm.

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. If the absence is Covid related, teachers should email [covid@queensmill.lbhf.sch.uk](mailto:covid@queensmill.lbhf.sch.uk).

When providing remote learning, teachers are responsible for:

- Providing an achievable quantity of remote learning for each child- taking into account their age, academic ability, access to technology, concentration span, emotional regulation at home, communication level and level of adult support available during the day
- Making contact with parents and carers on a weekly basis. Teachers should use these calls to get an update on the wellbeing of each child and their family, find out any changes to their child's attendance for the coming week, review the home learning undertaken at home and establish whether the family need any further support. Information from these calls should be passed on to phase leaders.
- Creating and distributing shadow school rotas for their class teams. In general, teachers should aim to allocate themselves two days face to face teaching in class and three days for remote learning and PPA. Teachers continue to be responsible for the learning of children in school and should work within their teams to plan for each week as usual.
- Uploading learning resources to our remote learning platform, *Firefly*. These resources should be filed under a tab for each week and include English and Maths alongside a range of other subject lessons. Teachers can upload a range of resources for learning at home including links to websites, pre-recorded lessons, interactive worksheets, visuals and printable materials. Teachers should ensure all resources are at an appropriate level for the children in their class
- Creating weekly home learning paper packs where they have been requested by parents and carers. These can be collected by parents, send home with children or posted home if necessary.
- Attend any relevant training provided by school on delivering remote learning and using remote learning technology
- Where possible, create opportunities to assess and provide feedback to parents and children learning from home. This could take a number of forms including through telephone calls or emails. Encourage parents to return completed work, provide written or verbal feedback on how their children managed, or send photographs of their children completing learning activities.
- Continue to plan for, arrange and attend Annual Reviews virtually. When attending meetings virtually, teachers should ensure they follow the school Dress Code and, if possible, find a black background and quiet space to attend the meeting.

## 2.2 Teaching assistants

When assisting remote learning, teaching assistants should be available remotely during 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. If the absence is Covid related, teachers should email [covid@queensmill.lbhf.sch.uk](mailto:covid@queensmill.lbhf.sch.uk).

When assisting remote learning, teaching assistants are responsible for:

- Ensuring they are aware of their class rota and the days they will be required to support children in school. Teaching assistants should support their teacher and team to plan and resource face to face learning and remote learning activities
- Supporting teachers to upload learning resources to our remote learning platform, *Firefly*. These resources should be filed under a tab for each week and include English and Maths alongside a range of other subject lessons. This could be a range of resources for learning at home including links to websites, pre-recorded lessons, interactive worksheets, visuals and printable materials.
- Supporting teachers to create weekly home learning paper packs where they have been requested by parents and carers. These can be collected by parents, send home with children or posted home if necessary.
- Attend any relevant training provided by school on delivering remote learning and using remote learning technology

- Record and pass on any complaints or concerns raised by parents and carers to their phase leader

## **2.3 Phase Leaders**

Alongside any teaching responsibilities, phase leaders are responsible for:

- Meeting regularly with their teams to review remote learning provided to children
- Collating data from teachers' weekly contact home including planned attendance, remote learning engagement and children and family wellbeing
- Record and review any complaints or concerns raised by parents and carers

## **2.4 Senior leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning through regular meetings with teachers, reviewing work set and reaching out for feedback from parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## **2.5 Designated safeguarding lead and Deputy safeguarding leads**

The DSL (Freddie Adu) and Deputy safeguarding leads (Joanna Dziopa, Andrew Nowak and Aymeline Bel) are responsible for:

- Following up any safeguarding concerns raised by staff in school following conversations with parents or through remote learning activities
- Ensuring safeguarding training for staff with respect to remote teaching and learning including online safety
- Liaise with childrens' social workers where necessary to ensure access to remote learning and wellbeing whilst learning from home

## **2.6 IT staff**

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they are experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

## **2.7 Parents and carers**

Staff can expect parents with children learning remotely to:

- Be available for weekly communication with their child's teacher
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

## **2.8 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:

ISSUE/PROBLEM	NAME	CONTACT DETAILS
Uploading resources to Firefly	Jorge Hernando-Garijo, Computing Lead	jhernando.205@lgflmail.org
IT systems in school or accessing remote server from home	Owen Bridgeman, IT Technician	owen.bridgeman@queensmill.lbhf.sch.uk
Safeguarding Concerns	Freddie Adu, Head Teacher Joanna Dziopa, Deputy Head Andy Nowak, Deputy Head Aymeline Bel, Assistant Head	<a href="mailto:head@queensmill.lbhf.sch.uk">head@queensmill.lbhf.sch.uk</a> <a href="mailto:jdziopa.205@lgflmail.org">jdziopa.205@lgflmail.org</a> <a href="mailto:anowak@queensmill.lbhf.sch.uk">anowak@queensmill.lbhf.sch.uk</a> <a href="mailto:abel7.205@lgflmail.org">abel7.205@lgflmail.org</a>
Finding appropriate learning material and resources	Mary Uprichard, Assistant Head Rachel Thompson, Assistant Head Jaga Lesniak, Assistant Head Lucy Capon, Assistant Head Robert Armstrong, Assistant Head Aymeline Bel, Assistant Head	mary.uprichard@queensmill.lbhf.sch.uk <a href="mailto:rthompson49.205@lgflmail.org">rthompson49.205@lgflmail.org</a> <a href="mailto:jlesniak.205@lgflmail.org">jlesniak.205@lgflmail.org</a> <a href="mailto:lcapon1.205@lgflmail.org">lcapon1.205@lgflmail.org</a> <a href="mailto:rarmstrong5.205@lgflmail.org">rarmstrong5.205@lgflmail.org</a> abel7.205@lgflmail.org
Staff workload or wellbeing	Rachel Thompson, Assistant Head Jaga Lesniak, Assistant Head Lucy Capon, Assistant Head Robert Armstrong, Assistant Head Aymeline Bel, Assistant Head Charlotte Spencer, Mental Health First Aider	<a href="mailto:rthompson49.205@lgflmail.org">rthompson49.205@lgflmail.org</a> <a href="mailto:jlesniak.205@lgflmail.org">jlesniak.205@lgflmail.org</a> <a href="mailto:lcapon1.205@lgflmail.org">lcapon1.205@lgflmail.org</a> <a href="mailto:rarmstrong5.205@lgflmail.org">rarmstrong5.205@lgflmail.org</a> <a href="mailto:abel7.205@lgflmail.org">abel7.205@lgflmail.org</a> charlotte.spencer@queensmill.lbhf.sch.uk
Concerns about data protection	Bostjan Figek, Data Protection Officer	office1@queensmill.lbhf.sch.uk

## 4. Data protection

### 4.1 Accessing personal data

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

- Access personal data through the server in your IT network. This can be accessed from school or connected remotely from home
- Any personal data should be stored on a protected external hard drive provided by school

## 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses and phone numbers 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)
- 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 for a period of time
- Not sharing the device among family or friends
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

## 5. Safeguarding

Staff can find the child protection policy, and the addendum to reflect the current situation, on the shared server. It has also been emailed to all staff.

## 6. Monitoring arrangements

This policy will be reviewed termly by Joanna Dziopa, Deputy Head Teacher. At every review, it will be approved by Michael Walsh, Chair of Governors.

## 7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy