



Remote Learning policy

St. Francis Xavier Catholic Sixth Form College

Approved by:

Graham Thompson

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1. Aims

This remote learning policy aims to:

- Set out expectations for all members of the college community with regards to remote learning
- Ensure consistency in the approach to remote learning for students who aren't in college
- Provide appropriate guidelines for data protection and on-line safety when teaching/ learning remotely

2. Roles and responsibilities

2.1 Senior leaders

Senior leaders are responsible for:

- Co-ordinating the remote learning approach across the College
- Monitoring the effectiveness of remote learning –such as through regular meetings with HOFs, HODs subject leaders, teachers and students,
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.2 Heads of Department and Subject leads

Alongside their teaching responsibilities, heads of department and subject leads are responsible for:

- Adapting curriculum content, if necessary to facilitate remote learning and teaching
- Supporting teachers within the department to ensure that all are able to enable learning remotely
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Working with subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Monitoring the remote work set by teachers in their subject through regular meetings with teachers and by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

2.3 Teachers

When providing remote learning, teachers should be available between 9am and 4pm

If teachers are 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 or by using HR select for requesting authorised absence.

When providing remote learning, teachers are responsible for:

- Setting work
- Recording attendance and/or completion of work set
- Providing feedback on work
- Keeping in touch with students who aren't in college and their NOK, if appropriate.
- Responding to emails from students and parents
- Attending virtual meetings with staff, parents and students, in which case teachers are expected to dress professionally and beware of location backgrounds when conducting meetings (E.g. bedrooms)

COVID SPECIFIC: If a teacher is self-isolating without symptoms:

- The lesson should be taught via Google Classroom/Meet/Zoom at the designated time of the lesson.
- There should be a live element to the lesson with work set for any remaining time.
- Work and appropriate links to the lesson should be sent to students and line manager in line with absence reporting.
- Ideally students will complete the work from home.
- Students will have the opportunity to choose to access the learning from their usual classroom where working from home is difficult.
- If students or teachers require students to access the learning from their classroom the IT team will provide log-ins and cameras will be available from HoFs or KFo.
- The HoF/HoD will oversee this process in line with normal absence procedures.

COVID SPECIFIC: If a teacher is off following a positive test or with COVID symptoms:

- Work should be sent to HoD/Line Manager, following usual procedures
- Work should be set in the usual way to students, this is likely to be using Google Classroom, for the duration of illness.

In the event of a full college lockdown

- Prior to any possible lock-down all teachers must have created a Google Classroom for each class and ensured that all students can access it. (You should also move files you may need to Google Drive and teaching and learning resources to your department shared Google Drive)
- At the time of all timetabled lessons the teacher will deliver a live lesson.
- Learning will be expected from students for the duration of the timetabled lesson.
- Lessons should be recorded and copied to your departments shared drive for safeguarding reasons.
- HODs should be invited to scheduled lessons for safeguarding.
- Teachers should be contactable for the duration of the lesson.
- Students should receive formative feedback at least once a fortnight per teacher.
- HoDs will set specific marking and feedback expectations to staff for each subject.
- HoDs should ensure that teachers publish/assign all necessary work for the current unit/topic on Google Classroom to enable blended learning to occur.
- Teachers must follow up on non-engagement using the learning code and refer to HODs and HoHs should non-engagement continue. (Any phone calls to students or NOK must be made on the iPad using 3CX.)
- Student's next of kin should follow the normal absence procedure.
- AGr, TSp & OBo will continue to run digital CPD
- Assessments will run during the normal assessment week via on-line platforms. Details TBC by AP Curriculum.

If staff are unable to fulfil any of the above they should speak to the relevant HOF.

2.4 Learning support assistants / Achievement officers

When assisting with remote learning, LSAs and achievement officers must be available during their normal hours of work

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 or using HR select for requesting authorised absence.

When assisting with remote learning, LSAs and achievement officers are responsible for:

- Supporting students who aren't in college with learning remotely

- Attending virtual meetings with teachers, parents and students, as required. In which case, LSAs and achievement officers are expected to dress professionally and beware of location backgrounds when conducting meetings (E.g. bedrooms)

2.5 Designated safeguarding lead

The DSL is responsible for:

- Ensuring that statutory safeguarding procedures continue to be followed as set out in [Keeping Children Safe in Education](#)
- Sharing with teachers and other college staff the safeguarding measures to take whilst working from home.

2.6 IT technical support team

IT technical support team is responsible for:

- Ensuring all students have access to digital technology and Wifi by allocating college resources where there is need
- Facilitating the learning and teaching process by helping staff and students with any technical issues they're experiencing
- Fixing issues with systems used to set and collect work E.g. Google Classroom
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

2.7 Students (and parents/NOK)

Staff can expect students learning remotely to:

- Be contactable during the college day – although consider they may not always be in front of a device the entire time
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or learning support
- Alert teachers if they're not able to complete work

COVID SPECIFIC: If a student is self-isolating without symptoms:

- Students will be expected to complete the lesson, at the timetabled time or as soon as possible after. Work will be set via Google Classroom or other method identified by the teacher.
- Students are expected to be in regular contact with their teachers and to check their e-mails and Google Classroom daily.

COVID SPECIFIC: If a student is off following a positive test or with COVID symptoms:

- Students will be expected to catch up with work missed as they would for all other illness.
- Students are expected to be in regular contact with their teachers and to check e-mail and Google Classroom as often as possible

Staff can expect parents/NOK with students learning remotely to:

- Make the college aware if their child/ward is sick or otherwise can't complete work
- Seek help from the College if they need it – particularly with respect to digital deprivation
- Be respectful when making any complaints or concerns known to staff

3. Who to contact

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

- Issues in setting work – talk to the relevant subject lead / HOD
- Issues with attendance/completion of work/ behaviour – talk to the relevant Head of House/ Assistant Principal, Welfare
- Issues with IT email: ithelpdesk@sfx.ac.uk
- Concerns about data protection – talk to the data protection officer: s.ali@sfx.ac.uk
- Concerns about safeguarding – talk to the DSL c.graham@sfx.ac.uk
- Issues with their own workload or wellbeing – talk to their line manager or Director of HR j.houston@sfx.ac.uk

4. Data protection

4.1 Accessing personal data

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

- Use only the college recommended secure cloud service or college IT network server
- Only use devices provided by the college, such as iPads rather than their own personal devices

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as student email addresses as part of the remote learning system. As long as this processing is necessary for the college'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
- Keeping operating systems up to date – always install the latest updates, if requested to do so

5. Safeguarding

Normal safeguarding procedures remain when working remotely. Below are some specific guidelines for remote working:

- All staff must familiarise themselves with relevant policies around safeguarding, acceptable use, data protection and student behaviour

- Only use College approved platforms for communication (such as Google Classroom). Never share personal email, mobile numbers or home address
- Consider your surroundings carefully when using live streaming via a webcam. Backgrounds should preferably be plain with no personal data on show. Do not broadcast from bedrooms.
- Maintain a professional image at all times including attire.
- Remote learning is done best when there is a structure. Try sticking to normal lesson times, where possible
- Protect personal data. Do not share a student's personal email address by including it on a circulation list. It's always best practice to only use college e-mail addresses
- If asking students to use apps or other software, make sure you have considered the safety of the resources you are requesting them to use.

6. Monitoring arrangements

This policy will be reviewed annually by the Curriculum Standards Committee. Following each review, it will be approved by the principal.

7. Links with other policies

This policy is linked to our:

- Safeguarding and Child protection policy
- ICT and internet acceptable use policy
- Occasional working from home policy