



The Chalfonts Community College

Remote Learning Policy & Guidance

2023-2024

Approved by:	Full Governing Body	Date: July 2023
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1. Aims

This policy is to ensure the ongoing education of The Chalfonts Community College pupils under unusual circumstances.

This policy is designed to ensure that during closures of the school that could happen at any time, caused by events including: illness epidemic, extreme weather, power-loss, etc, that the school is able to provide the quality and experience of education and teaching that is as close as possible to the experience that pupils receive when they are being taught in their classrooms.

The school will promptly communicate any decision regarding a temporary closure, along with the expected duration, through official channels such as the school website, email, text messages, and social media platforms.

Regular updates will be provided to parents and students regarding the reopening of the school and any changes to the remote learning plan.

This policy also covers the ongoing education of pupils who cannot be in school but are able to continue with their education when the school remains fully open.

This Remote Learning Policy for Staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not 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 Teachers

When providing remote learning, teachers must be available between 8:45am and 3:05pm, Monday – Friday.

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.

- Teachers are responsible for planning and delivering remote learning activities that align with the school's curriculum and learning objectives. Remote learning activities will be set in accordance to the school timetable.
- Teachers will provide clear instructions, learning resources, and materials to support pupils' engagement in remote learning. All work will be set on SatchelOne, signposted clearly with links to any teacher-led learning or online platforms to be used. Teachers will ensure the correct period the work applies to has been included.
- Teachers will set and communicate clear deadlines for assignments, projects, and assessments, taking into account the challenges of remote learning.
- Teachers will provide timely feedback, where relevant, on completed assignments and assessments, offering guidance for improvement, and recognising students' achievements.
- Teachers will maintain regular communication with pupils, providing support, clarification, and answering questions through established communication channels designated by the school.
- Where an element of live, teacher-led lessons are delivered:

- These should not be 1-2-1
- Where staff are teaching lessons live, they should record these lessons. The recording of these lessons will only be used for the purpose of supporting safeguarding or behaviour and these recordings will be kept in maintained in line with The Chalfonts Community College IT Policy
- Student cameras should be off at all times
- The normal 48 hour return on emails should be maintained.
- Should there be a phased closure, it is accepted that blended learning will not always be possible. As per recent emails, students and parents will be directed to the school website to access the bank of resources made available by departments

2.2 Learning Support Assistants (LSAs)

When assisting with remote learning, LSA's must be available to support students as designated by their timetable. However a certain amount of flexibility will be required to ensure appropriate support for all key students is in place.

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, LSA's are responsible for:

- Supporting pupils who aren't in school with learning remotely as directed.
- Attending virtual meetings with teachers, parents and pupils as requested.

If LSA's will also be working in school, cover for key students will be arranged as per staff availability

2.3 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 teaching their subject remotely to make sure all work set is appropriate and consistent
- Monitoring the remote work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

2.4 Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning – through regular contact with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated Safeguarding Lead

Any issues of concern should be directed immediately to the DSL – moragwall@chalfonts.org

2.6 IT Support Staff

IT support staff are responsible for:

Help with login information for:

- @Chalfonts.net Accounts - Google (Google Classroom/Google Docs/Google Drive)
 - SatchelOne - Homework Accounts
 - Science – Kerboodle Accounts
 - Maths – MyMaths Accounts
- 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

Assisting pupils and parents with accessing the internet or devices

2.7 Pupils and Parents

Pupils are expected to:

- Participate fully in remote learning activities, adhering to their regular school timetable as much as possible.
- Have access to a reliable internet connection and suitable devices to engage in remote learning. If any pupil does not have access to necessary technology, parents are encouraged to inform the school immediately to explore possible solutions.
- Engage actively in all provided learning materials, including online lessons, assignments, and assessments, as directed by their teachers.
- Submit completed assignments and assessments within the specified deadlines, ensuring the same level of diligence and quality as in regular classroom settings.
- Seek clarification or additional support when needed, through established communication channels, such as email or virtual platforms designated by the school.
- Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- Support and encourage their children to engage actively in remote learning activities, ensuring they adhere to the school timetable.
- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it – if you know of any resources staff should point parents towards if they are struggling
- Be respectful when making any complaints or concerns known to staff
- Parents should not be involved in any on-line learning under any circumstance
- Regularly check communication channels used by the school for updates, announcements, and important information regarding the remote learning process.

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 and in times of closure, the school is providing the quality and experience of education.
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons
- Regularly communicate with the senior leadership team to stay informed about the progress of remote learning and any adjustments made to the policy.

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
<https://www.chalfonts.org/contact>
- Issues with behaviour – talk to the relevant head of year
- Issues with IT – talk to IT staff ITSupport@Chalfonts.org
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about safeguarding – talk to the DSL

4. Data Protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will use their school device, and follow the Data Protection Policy.

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)
- 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

5.1 Online Safety

All staff must be aware of the The Chalfonts Community College E-Safety Policy.

All staff at The Chalfonts Community College must be reminded to familiarise themselves with the following policies:

- Staff code of conduct
- Acceptable users' policy
- Social media guidance

5.2 Children and online safety away from school and college

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

The Chalfonts Community College will ensure any use of online learning tools and systems are in line with privacy and data protection/GDPR requirements.

Below are some things to consider if delivering an element of a live lesson, especially where webcams are involved:

- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- The live lesson should be recorded so that if any issues were to arise, the video can be reviewed. Live lessons should be kept to a reasonable length of time.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms provided by The Chalfonts Community College to communicate with pupils, such as SatchelOne and Google Classroom

6. Monitoring arrangements

This policy will be reviewed weekly by the Senior Leadership Team to ensure its compliance and effectiveness and published by the Headteacher. At every review, it will be forwarded to the Chair and Vice Chair of Governors.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy

History

Date	Issue	Status	Comments
July 2023	2	Addition	1. Aims Paragraph 2 and 3 2 Roles and Responsibilities Deletion 2.1 Teachers rewritten. 2.3 Subject Leads amended. 2.5 Change of name 2.7 Pupils and parents rewritten. 2.8 Governing Board amended 5.1 Amended 5.2 Rewritten 7 Amended