



The King Edmund School

Remote and Blended Learning Policy

Approved by Governors – January 2021

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1. Aims

This remote and blended 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. Covering the expectations if a student is unable to attend school, if a teacher is unable to attend school, or when both students and teachers are instructed to work from home (for example, during a period of national lockdown).
- Provide appropriate guidelines for data protection.

Blended learning is the term used when some students are working from home, and some are in the school building. Primarily, blended learning assumes that the teacher, and majority of students, are in school. Remote learning is used when referring to students, or teachers, working from home or during a period of time when the school has been instructed to close and both students and teachers are instructed to work from home.

2. Roles and responsibilities

2.1 Teachers

When providing blended or remote learning, teachers must be available between their usual working hours.

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 reporting procedure. Situations for individual staff members will be reviewed on a case-by-case basis and adjustments to working practices and expectations will be applied.

When providing remote and/or blended learning, teachers are responsible for:

- ❖ Setting work during remote learning
 - Teachers are expected to provide live lessons via MS Teams for all classes, unless instructed otherwise by the Headteacher or a Deputy Headteacher.
 - Each lesson must have a minimum of 30 minutes teacher input.
- ❖ Setting work during blended learning
 - If the teacher is at school, along with the majority of students: Teachers will be informed as to a student absence via a whole school email and as indicated on the register. The teacher must invite those students who are working from home to the lesson by setting up a lesson on MS Teams. The lesson is then streamed, live, from the classroom to those working from home.
 - If a teacher is working from home, and the majority of students are in school: Teachers will be informed who is supervising the class and are responsible for setting up the lesson on MS Teams and inviting the cover staff member. The member of staff covering the lesson is responsible for starting the lesson, ensuring

that the lesson from home can be streamed into the classroom and communicating with the teacher via the chat function or using headphones.

- ❖ Providing feedback on work
 - Whole-class feedback will be given in line with school policies, for both blended and remote learning.
 - When working remotely, additional feedback may also be provided in the chat function [on MS Teams], via Assignments, student notebook, OneNote or other online platforms such as SMHW. The format this feedback will take will vary dependent on the suitability of the platform to meet the needs of students in that subject area.
- ❖ Keeping in touch with pupils who are not in school, and their parents
 - During blended learning teachers will communicate with students using MS Teams. Communication regarding homework will take place on SMHW.
 - Members of the pastoral team will contact parents of students who are unwell, vulnerable or have any other additional needs.
 - Any complaints or concerns shared by parents and pupils will be addressed using the usual school practice.
 - Behavioural issues, such as failing to complete work, will be addressed using the usual school practice.
- ❖ Attending virtual meetings with staff, parents and pupils during remote learning
 - MS teams will be used for all virtual meetings.
 - Staff members are expected to present themselves in line with the expectations outlined in the Staff Code of Conduct when meeting with students or parents.
 - Virtual meetings should be held, wherever possible, in an area without any background noise and with an appropriate background.

2.2 Support Staff

When assisting with remote or blended learning, support staff must be available between their usual working hours.

If support staff 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 reporting procedure. Situations for individual staff members will be reviewed on a case-by-case basis and adjustments to working practices and expectations will be applied.

When assisting with remote learning, support staff are responsible for:

- ❖ Supporting pupils who aren't in school with learning remotely
 - This may be carried out face-to-face, if the student is in school, or using MS Teams.
 - Functions such as breakout rooms should be used wherever possible. Support staff may also set up individual meetings with some students – depending on student need and the form of support required.

- ❖ Attending virtual meetings with teachers, parents, and pupils
 - MS teams will be used for all virtual meetings
 - Staff members are expected to present themselves in line with the expectations outlined in the staff Code of Conduct when meeting with students or parents.
 - Virtual meetings should be held, wherever possible, in an area without any background noise and with an appropriate background.

2.3 Heads of Faculty and Heads of Subject

Alongside their teaching responsibilities, Heads of Faculty and Heads of Subject (including SENCo) are responsible for:

- ❖ Considering whether any aspects of the subject curriculum need to change to accommodate remote and blended learning.
- ❖ During remote learning
 - Work with teachers teaching their subject to make sure all work set is appropriate and consistent.
 - Work with Heads of Faculty and Heads of Subject, 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.
 - Monitor the remote work set by teachers in their subject.
 - Alert teachers to resources they can use to teach their subject remotely.

2.4 Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Supporting staff members.
- Co-ordinating the remote and blended learning approach across the school.
- Monitoring the effectiveness of remote and blended learning through conversations with Heads of Faculty and Heads of Subject, and carrying out random samples of work..
- Ensuring that examples of good remote and blended learning lessons to be shared.

2.5 Designated Safeguarding Lead

The DSL is responsible for the safeguarding of students, in line with our safeguarding policy. Any concerns regarding safeguarding should be recorded on MyConcern.

2.6 Network Support Staff

IT staff are responsible for:

- Helping staff and parents with any technical issues they are experiencing.
- Working with other staff to resolve issues with systems used to set and collect work.
- 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 Students and parents

During remote learning, staff should expect students to:

- Be contactable during the school day (although staff should consider that 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 support staff.
- Alert teachers if they are not able to complete work.

Staff should expect parents with 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.
- Communicate appropriately when making any complaints or concerns known to staff.

2.8 Governing Body

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 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 ITsupport@kes.essex.sch.uk

4. Data Protection

4.1 Accessing personal data

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

- ❖ RM Unify should be used to carry out remote and blended learning. CC4 should be used if staff require access to student data.
 - Details on how to access RM Unify can be found on the school website.
 - Details on how to access RM Unify and CC4 by staff is available as an appendix to this policy.
 - When accessing personal data for remote learning purposes, all staff members will use either RM Unify or CC4. When accessing personal data for remote learning purposes, all students will use RM Unify.

4.2 Processing personal data

Staff members may need to collect and/or share personal data, especially those staff members who have a more pastoral focus to their role. Staff have permission to process personal data in this way where it is part of their school role to do so. Further permission is not required for this processing.

Staff should collect and/or share as little personal data as possible commensurate with their role.

4.3 Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. Devices must be kept secure and actions taken by staff must be in line with the school's GDPR policy.

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).
- Making sure the device locks if left inactive for a period of time.
- Installing antivirus and anti-spyware software.
- Keeping operating systems up to date – always install the latest updates.

All data breaches must be reported to dp_Officer@kes.essex.sch.uk

5. Safeguarding

The school's Child Protection Policy has been updated in light of blended and remote learning and can be found in the policy area of the school website and staff shared area.

6. Monitoring arrangements

This policy will be reviewed every six months.