



Chester International School

Remote Learning Policy

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Name	Signature	Date

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1. Aims

This policy 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 Teachers

When providing remote learning, teachers must be available between 8.15 am and 4.45 pm, Monday to Friday. This will be subject to review.

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

When providing remote learning, teachers are responsible for:

- › Lessons:
 - Use Canvas to deliver online lessons in accordance with current timetable and ongoing schemes of work.
 - Provide face to face learning opportunities with students using the Conference functionality within Canvas. Ensure all video sessions are recorded.
 - Set appropriate assignments and tasks within Canvas to challenge all learners.
 - Make appropriate adjustments to accommodate for remote learning. For example, virtual labs in science.
 - Communicate cover work with senior leadership team (SLT) during periods of absence.
 - Prepare accordingly for students with limited access to a device and/or internet connection. This may include work for printing.
- › Feedback:
 - Work should be assessed and feedback provided in accordance with the schools Assessment policy. This includes at least one piece of assessed work per week.
 - Feedback can be either written or verbal (must be recorded), with students and parents able to access feedback through Canvas.
 - Feedback should be provided in a timely manner to allow students to respond.
- › Keeping in touch with pupils and parents:

- Continue to liaise with students and parents with regard to any issues that arise. Where possible use email and maintain a record. If using a personal telephone, teacher numbers should be blocked.
 - Teachers should only respond to parent and pupil communications within working hours.
 - Any complaints or safeguarding concerns should follow the existing school policies.
 - Communicate behaviour issues with the pastoral team.
- Attending virtual meetings with staff, parents and pupils:
- Maintaining professional dress code.
 - Work in a seated position at a desk/table, with a professional background, in a quiet area.

2.2 Coaches

When assisting with remote provision, coaches must be available between 8.15 am and 4.45 pm, Monday to Friday. This will be subject to review.

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

When assisting with remote provision, coaches are responsible for:

- Conducting online coaching sessions:
 - Offer a regular programme of coaching sessions to support learners.
 - Deliver coaching sessions online using the Conference functionality within Canvas. Ensure all video sessions are recorded.
 - Communicate any concerns with the Designated Safeguarding Lead (DSL), SENCO, and pastoral team.
- Attending virtual meetings with teachers, parents and pupils:
 - Maintaining professional dress code.
 - Work in a seated position at a desk/table, with a professional background, in a quiet area.

2.3 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 meetings with teachers and subject leaders, Canvas scans, and reaching out for feedback from pupils and parents (i.e. Student Voice).
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

2.4 IT support

IT support staff are responsible for:

- Fixing and reporting issues with Canvas and Office 365.
- Helping staff, students 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 staff, students and parents with accessing the internet or devices.

2.5 Pupils and parents

Staff can expect pupils learning remotely to:

- › Be contactable during the school day. Students should be expected to take appropriate breaks to reduce screen time.
- › Complete work to the deadline set by teachers.
- › Seek help if needed.
- › Alert teachers if unable to complete work.

Staff can expect parents with children learning remotely to:

- › Make the school aware if their child is sick or otherwise can't complete work.
- › Be able to access Canvas through a Parent observer account.
- › Seek help from the school if needed.
- › Be respectful when making any complaints or concerns known to staff.

2.6 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. Data protection

3.1 Accessing personal data

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

- › Access secure data using a school device, not a personal device.
- › Access data on a secure cloud service (SIMS, Office 365, Canvas), or a server within the Trust IT network.

3.2 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, in order to effectively communicate with stakeholders. 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.

3.3 Keeping devices secure

All staff and students 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.
- › Regularly rebooting the laptop.
- › Keeping operating systems up to date – always install the latest updates.

4. Safeguarding

The DSL is responsible for ensuring the safety and welfare of all students, as per our existing safeguarding and child protection policy. Staff, students and parents should raise any questions or concerns with the DSL.

5. Contacts

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

Principal: Katrina Brown (kbrown@chesterinternational.co.uk)

› Safeguarding: Francesca McCormick (fmccormick@chesterinternational.co.uk)

› Academic Technology: Alexandre Lawrenson (alawrenson@chesterinternational.co.uk)

› Chair of Governors: Neil Jones (njones@cistudio.co.uk)

6. Links with other policies

This policy is linked to our:

- › Behaviour Policy
- › Online Safety Policy
- › Safeguarding & Promoting Welfare of Students Policy
- › SEND Policy
- › Assessment Policy