



Brentford School for Girls

REMOTE LEARNING POLICY

Rev	Date	Description
4	September 2024	Reviewed
3	September 2023	Reviewed
2	September 2022	Reviewed
1	September 2021	

Contents

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

1. Aims

This remote 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
- Provide appropriate guidelines for data protection

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 8.30 to 4pm.

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 providing remote learning, teachers are responsible for:

- Setting work – teaching for their timetabled classes from home if well and sending the zoom link into NW and their Head of Department by 7.15am. Staff are expected to teach their classes from home at the timetabled times. Work should be uploaded and completed via google classroom as per school policy.
- Providing feedback on work via google classroom for homework.
- Attending virtual meetings with staff, parents and pupils. The staff professional code of conduct should be followed. The same applies if delivering remote lessons from school

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.30 and 4pm

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, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely when directed by the SENCO.
- Attending virtual meetings with teachers, parents and pupils. The staff professional code of conduct should be followed. The same applies if delivering remote lessons from school

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Fulfilling their normal duties as per their job descriptions
- Considering whether any aspects of the subject curriculum guide need to change to accommodate remote learning

- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Working with other 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 – 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 by reviewing work and holding regular virtual meetings with staff
- Monitoring the security of remote learning systems and regularly review their effectiveness, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

Please report any concerns to DSL Devesha Singh , dsingh@brentford.hounslow.sch.uk T:0208 847 4281 Ext 2028

DDSL Angela Stone astone@brentford.hounslow.sch.uk T:0208 847 4281 Ext 2024

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're experiencing
- Reviewing the security to include filtering and monitoring 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

Staff can expect pupils learning remotely to:

- Be contactable during the school 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 teaching assistants
- Alert teachers if they're not able 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
- Seek help from the school if they need it – if you know of any resources staff should point parents towards if they're struggling, include those here
- 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, to include filtering and monitoring 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:

- Issues in setting work – talk to the subject leader
- Issues with behaviour – talk to the relevant head of year
- Issues with IT – talk to IT support
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer Melanie-Baldy mbaldy@brentford.hounslow.sch.uk 0208 847 4281 ext. 2015
- Concerns about safeguarding – talk to the DSL/DDSL Devesha Singh or Angela Stone

4. Data protection

4.1 Accessing personal data

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

Only access data where needed and ensure their device has adequate security measures.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such 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 access the Safeguarding Policy on the shared drive <N:\School Policies\Safeguarding Policy\Safeguarding.pdf>

6. 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