

Reddish Vale High School



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# Remote Learning Policy

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Date of next review: September 2026

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# 1. Aims

This remote learning 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

During any such period, the school will make sure that education is provided remotely so nobody need fall behind. This policy summarises the provision of remote learning for pupils in this position, so that there are consistent and well-understood expectations of the level of support that will be provided for all concerned.

- All teaching staff set up on Google Classroom
- All pupils set up on Google Classroom and added to subject classes
- Year teams to set up year group classrooms to ensure daily engagement
- Staff training delivered
- Audit of staff and pupils regarding IT access completed
- Work packs prepared for pupils with limited access to IT for long term remote learning.
- Contingency provision for pupils with limited access addressed by deployment of IT equipment for long term remote learning.

## Remote pastoral care

In the event that RVHS is required to provide a remote education for its pupils, it is important to maintain a pastoral presence. This is essential in monitoring the wellbeing of pupils and maintaining a form of community whilst pupils are removed from one another. It will also be important as a means to dealing with any issues which may emerge during the period of school closure.

- Year team classrooms have been set up for all year groups
- Heads of Year and Pastoral Intervention Managers will contact all pupils in their year group daily with a welcome message (via Assignment in google Classroom). Pupils must respond to this message by 8.45am - 9.00am. If this has not occurred, Year Teams will gather non-engagers and communicate this via the Attendance Officer, who will send a Sims In Touch message to parents/carers, informing them that they have not logged onto their remote learning. There will be a template that can be used to facilitate this. Furthermore, there will be registers taken for each subject and attendance and engagement will be monitored (as they would normally)
- If daily engagement continues to be an issue, further pastoral intervention will take place in the form of text/email, then follow up calls. Year Teams and the Attendance officer will continue to attempt to make contact via telephone/text message/email to ensure the wellbeing of the pupil and encourage engagement. The calls should be shared between the Year Teams and the Attendance Officer.
- The school may also contact the family using the emergency contact numbers, even if these

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are extended family members or family friends.

- Where we are aware that there are younger/older children in the family, staff may attempt to make contact with professionals working with those children (primary schools, health visitors etc.)
- The school will contact the family via letter requesting they urgently contact staff (if the lack of contact persists). This will be followed up with home visits where necessary, using CPOMS to record concerns. (see appendix 1 for the letter of non-engagement).

## Teachers

When providing remote learning, teachers will be available during normal 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 staff absence procedure.

When providing remote learning, teachers are responsible for:

- Delivering live lessons
  - Live lesson links are shared with pupils to attend. This is administered through Google Meet for live lessons and Google Classroom for resources.
  - Work is set according to the curriculum/scheme of work.
  - Pupils are given specific timeframes, within which they must complete the work (whilst being aware that there may be technical restraints in the home).
  - Live recordings of lesson segments will be available to pupils who are unable to attend live lessons.
- Providing feedback on work
  - Feedback is given within usual time frames.
  - Feedback is given via a mixture of self marking tests, formative in lesson assessments and also specific marked key pieces via google Docs.
- Keeping in touch with pupils who aren't in school and their parents/carers:
  - Correspondence will be answered within the usual 48 hour timeframe during remote learning, as it is during regular school times.
  - Complaints or concerns shared by parents and pupils should be discussed with the Head of Department in the first instance, and with the respective SLT link available in required. For any safeguarding concerns, refer to section 5 of this policy.
  - Behaviour issues should be recorded on Class charts.
- Attending virtual meetings
  - Parents Evenings will be conducted on School Cloud. Further information on this will be provided at the time of a remote parents' evening.

## Learning Support Assistants

When assisting with remote learning, Learning Support Assistants (LSA's) must be available during

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normal school hours. When assisting with remote learning, LSA's are responsible for:

- Supporting pupils who aren't in school with learning remotely.
- Attending virtual meetings with teachers, parents and pupils.
- Supporting vulnerable pupils in school who are attending any on-site provision.

### **Heads of Departments**

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning.
- Working with teachers who are teaching their subject remotely to ensure all work set is appropriate and consistent.
- Working with other subject leads and senior leaders to ensure work set remotely across all subjects is appropriate and consistent.
- Monitoring the remote work set by teachers in their subject, such as through meetings with teachers, live observations or reviewing work set.
- Alerting teachers to resources they can use to teach their subject remotely.

### **Senior Leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordination the remote learning approach to school.
- Monitoring the effectiveness of remote learning.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

### **Designated Safeguarding Lead (DSL)**

The DSL is responsible for safeguarding and promoting the welfare of children and young people. Further information is available on the Safeguarding Policy which can be found on the policy page of the school website: <https://www.reddish.stockport.sch.uk/page/?title=Policies&pid=348>

### **IT Staff**

IT staff are responsible for:

- Remote learning infrastructure delivered on Google Classroom.
- Fixing issues with systems used to set and collect work.
- Helping staff, pupils 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.
- Ensuring that Smoothwall software is operational to monitor loaned laptops accessed off-site.
- Assisting pupils and parents with accessing the internet or devices.
- Safety set up and deployment of IT kit for pupils and staff, where necessary.

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## Pupils and Parents/Carers

Pupils should:

- Be contactable during the school day – although, it will be considered that they may not be in front of a device the entire time.
- Complete work to the deadline set by teachers.
- Seek help, if needed, from teachers or LSA's.
- Alert teachers if they're not able to complete work.

Parents/Carers should:

- Make the school aware if their child is sick or otherwise unable to complete work.
- Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff.

## 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. Who to contact

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

- Issues with setting work – contact the relevant subject lead or SENDCo.
- Issues with behaviour – contact the relevant Head of Year.
- Issues with IT – contact Paul Hutchinson/Andy Barlow.
- Issues with their own workload or wellbeing – contact their line manager.
- Concerns about data protection – contact the Data Protection Officer at Stockport Council.
- Concerns about safeguarding – contact the DSL.

## 4. Data protection

### Accessing personal data

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

- Access parent contact details via SIMs.

### Processing personal data

Staff members may need to collect and/or share personal data 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

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give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online and only collect/share what is absolutely necessary for the task in hand.

Staff will ensure that any personal data will be stored securely and will not be accessible to anyone who does not have authorization to access.

### Keeping devices secure

All staff 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.
- Keeping IT equipment securely stored away when not in use.

## 5. Safeguarding

As mentioned, please read this policy in conjunction with the school Safeguarding Policy which can be found on the policy page of the school website:

<https://www.reddish.stockport.sch.uk/page/?title=Policies&pid=348>

## 6. Monitoring arrangements

This policy will be reviewed annually. At every review, it will be approved by SLT and ratified by Governors.

## 7. Links with other policies

This policy is linked to the following policies:

- Behaviour and Anti-bullying policy
- Safeguarding policy
- Data protection policy
- E-safety policy

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# Appendix 1 – Letter of non-engagement

Dear Parent/Carer

As part of our drive to improve engagement on our eLearning platform on Google Classroom, we will be keeping you informed of how well your child is engaging online. It is expected that your child will have signed in on the Year Page by 8.45am - 9.00am each day and then continue to complete their tasks set online. We are aware of the limitations in certain households on access to technology and if there are any queries regarding accessing Google Classroom, please contact your child's year team.

## DELETE WHERE APPROPRIATE

### **Daily**

Today, your child did not sign in by the 9:30 deadline. Please can you discuss this with your child today and encourage them to sign in before 9:30 each day and engage with their online learning. If you have any queries or concerns, please can you contact your Head of Year as soon as possible. Should there be further engagement issues, we may contact home to see how we can support. If there are any issues with Google Classroom, please can you email [googleclassroom@reddish.stockport.sch.uk](mailto:googleclassroom@reddish.stockport.sch.uk) for further support.

### **More than once that week**

Your child has missed their sign in deadline more than once this week. This could mean that your child is not accessing their online learning which could affect their progress. If you have any queries or concerns, please can you contact your Head of Year as soon as possible. Should there be further engagement issues, we will contact home to see how we can support. If there are any issues with Google Classroom, please can you email [googleclassroom@reddish.stockport.sch.uk](mailto:googleclassroom@reddish.stockport.sch.uk) for further support.

### **If they've missed a full week**

Your child has missed their sign in deadline all of last week. This could mean that your child is not accessing their online learning which could affect their progress. A member of the Year Team will have been in contact but if you could please raise how important it is to be engaging with Google Classroom with your child. If you have any queries or concerns, please can you contact your Head of Year as soon as possible. If there are any issues with Google Classroom, please can you email [googleclassroom@reddish.stockport.sch.uk](mailto:googleclassroom@reddish.stockport.sch.uk) for further support.

If you have any queries or concerns, please can you contact your child's year team as soon as possible.

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