

# Remote Learning Policy



## LONDON EAST ACADEMY & AL MIZAN SCHOOL

ISLAMIC SECONDARY SCHOOL FOR BOYS & ISLAMIC JUNIOR SCHOOL

**Approved by:** Hussain Shefaar **Date:** April 2020

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# 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 8:00am until 4:00pm for Al-Mizan and 8:00am until 3.30pm in London East Academy.

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 (7.30am on school mobile and inform line manager).

When providing remote learning, teachers are responsible for:

- › Setting work
  - Cover work to be suitable for independent learning
  - All cover work to be submitted by 9am (on the day of cover)
  - Cover work should be sent to the line manager and the school admin
  - Cover work to be coordinated with cover teacher by the Line manager of the absentee
  - Teachers are to provide lessons via zoom
- › Providing feedback on work – cover details like:
  - Feedback to take place via, verbally and upon completion of tests summative feedback will be given
  - During cover lesson, normal procedures will apply once main teacher is back
- › Keeping in touch with pupils who aren't in school and their parents – cover details like:
  - Parents are provided the facility to access the teacher via the school office
  - All complaints will be dealt with the complaints policy (<http://www.eastlondonmosqueschools.co.uk/AlMizanSchool/policies/>) (<http://www.eastlondonmosqueschools.co.uk/LondonEastAcademy/policies/>)
  - For all behavioural issues please see the behaviour policy and the behaviour addendum (<http://www.eastlondonmosqueschools.co.uk/AlMizanSchool/policies/>) (<http://www.eastlondonmosqueschools.co.uk/LondonEastAcademy/policies/>)
- › Attending virtual meetings with staff, parents and pupils – cover details like:
  - Individual parents meeting related to academic progress or behaviour must be pre-arranged through the school office with the student present
  - Weekly staff meetings
  - Weekly assemblies
  - All other meetings (SLT and Governors)
  - Locations should avoid background noise and other distractions
  - Teachers will be providing onsite learning as well as remote learning from school

## 2.2 Teaching assistants

Teaching assistants will not be required for remote learning.

## 2.3 Subject Teachers

Alongside their teaching responsibilities, subject teachers are responsible for:

- › Whether any aspects of the subject needs to change to accommodate remote learning
- › Teaching their subject remotely to make sure all work set is appropriate and consistent
- › Working with 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
- › 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 (Deputy Head Curriculum and Assistant Head Curriculum)
- › Monitoring the effectiveness of remote learning through learning checks and sow scrutiny
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## 2.5 Designated safeguarding lead

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Mohammed Badr (LEA) Fazal Mahmud (Al-Mizan)	<a href="mailto:badr@eastlondonmosqueschools.co.uk">badr@eastlondonmosqueschools.co.uk</a> <a href="mailto:fazal@eastlondonmosqueschools.co.uk">fazal@eastlondonmosqueschools.co.uk</a>
Deputy DSL	Askor Ali	<a href="mailto:head@eastlondonmosqueschools.co.uk">head@eastlondonmosqueschools.co.uk</a>
Deputy DSL		
Chair of governors	Hussain Shefaar	<a href="mailto:hseducation@hotmail.co.uk">hseducation@hotmail.co.uk</a>

## 2.6 Admin 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 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
- › Complete work to the deadline set by teachers
- › Seek help if they need it, from teachers
- › 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
- › 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, 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 Deputy Head and Assistant Head of Curriculum
- › Issues with behaviour – talk to the Deputy Head and Assistant Head of Pastoral
- › Issues with IT – talk to admin staff
- › Issues with their own workload or wellbeing – talk to their line manager
- › Concerns about data protection – talk to the data protection officer
- › 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:

- › Access the data, through a secure cloud service or a server in your IT network
- › Access the data through the laptop provided by school rather than a personal device

### **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**

- › This policy has been updated in line with the behavior policy (coronavirus addendum) (<http://www.eastlondonmosqueschools.co.uk/AlMizanSchool/policies/>) (<http://www.eastlondonmosqueschools.co.uk/LondonEastAcademy/policies>).

## **6. Monitoring arrangements**

The monitoring arrangements will continue taking place throughout the duration of the remote learning. will be reviewed monthly basis by the Head of Curriculum.

## **7. Links with other policies**

This policy is linked to our:

- › Behaviour policy
- › Child protection and Safeguarding policy
- › Data protection policy
- › Home-school agreement
- › E-safety and acceptable use policy