



RAVENSCLIFFE
HIGH SCHOOL & SPORTS COLLEGE

Remote Learning Policy/Procedures

Reviewed by	Daniel English
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Signed by Chair of sub committee	Jill Grant
Signed by Acting Headteacher	Jo Hague
Signed by chair of Governors (statutory policies only)	Jill Grant/Brendan Heneghan

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Appendix:

Microsoft Teams information

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 due to extenuating circumstances-
- 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

This Remote Learning Policy sets out guidance for Ravenscliffe High School on providing high-quality remote education in cases where it is not possible, or is contrary to government guidance, for some or all pupils to attend school. Our intention as a school is for remote education to only ever be considered as a last resort where a decision has already been made that attendance at school is not possible, but pupils are able to continue learning. We believe that attendance is essential for pupils to get the most out of their school experience, including for their attainment, wellbeing, and wider life chances.

In accordance with 'Providing remote education: non-statutory guidance for schools' (Updated January 2023) –

'If pupils with SEND are not able to attend school and require remote education, their teachers are best placed to know how their needs can most effectively be met to ensure that they continue to access the curriculum. The school needs to put in place an appropriate curriculum, teaching and support that will enable the pupil to continue learning effectively. Some pupils with SEND may not be able to access remote education without adult support. Schools should work collaboratively with families and put arrangements in place that allow pupils with SEND to access remote education successfully. In this situation, decisions on how provision can be delivered should be informed by relevant considerations including the support families will require and types of services that the pupil can access remotely...If a pupil has an Education, Health and Care plan, whether they are in a mainstream or special school, the school must work with the local authority to ensure that all the relevant duties under the 2014 Act continue to be met.'

Further information and guidance can be acquired from:

'Providing remote education: non-statutory guidance for schools'

<https://www.gov.uk/government/publications/providing-remote-education-guidance-for-schools>

In developing these contingency plans, we expect to:

- use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos and that is linked to the school's curriculum expectations
- give access to high quality remote education resources
- select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback and make sure staff are trained in their use
- provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access
- recognise that some students may not be able to access remote education without adult support and so schools should work with families to deliver a broad and ambitious curriculum
- ensure our staff team engage with and support the facilitation of the schools' remote learning education offer

2.1 Teachers

When providing remote learning, teachers must be available during their contracted hours and defined directed time.

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 :
 - Providing emergency work packs initially and setting work according to their curriculum planning.
 - At least one virtual face to face meeting a day with whole group or small groups. Ravenscliffe will use **Microsoft Teams** or **Zoom** to provide an online meeting room for lessons.
 - Any links to be sent to parent email addresses or accessed via the school website - teachers will provide hard copies if parents do not have access to printer facilities.
 - Ensuring they have liaised with parents/carers to determine what equipment is necessary
- Providing feedback on work
 - Students will be encouraged to bring completed work into school on return for assessment
 - Verbal encouragement and positive feedback during virtual lessons
- Attending virtual meetings with staff, parents and pupils
 - Please ensure you follow the Ravenscliffe dress code and staff behaviour / conduct policy when holding on line lessons / meetings
 - Please ensure your background is appropriate and not displaying items that identify where you live, personal details, family etc.

All teachers should be aware of the Government guidance 'Remote-Education-Guidance-for-Schools' found by following this link:

<https://www.gov.uk/government/publications/providing-remote-education-guidance-for-schools>

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available to work during the days and hours specified in their contract.. If you 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 procedure.

When assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely – helping with making resources and engagement during online learning
- Working under the direction of the teacher i.e. – searching for lesson resources online / completing online safeguarding / CPD courses when not working under that direction.

<https://safeguarding.calderdale.gov.uk/professionals/training-and-development/>

- When attending virtual meetings with teachers, parents and pupils –
 - Please follow the schools dress code and staff behaviour / conduct policy.
 - Locations - Please ensure your background is appropriate and not displaying items that identify where you live, personal details, family etc.

2.3 Subject leads

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 delivering 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.
- Alerting teachers to resources they can use to teach their subject remotely

2.4 Senior leadership team

Alongside any teaching responsibilities, senior leaders are responsible for:

Co-ordinating the remote learning approach across the school

- Monitoring the effectiveness of remote learning such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection (GDPR) and safeguarding considerations

2.5 Designated safeguarding lead

The DSL's will be available for any concerns. Please email or fill in a 'welfare concern' form on Onwards and Upwards. Please refer to KCSIE and the 'Safeguarding and Remote Education' guidance: <https://www.gov.uk/guidance/safeguarding-and-remote-education>

2.6 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set, record and collect work
- Helping staff, students and parents/carers 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 digital devices required for accessing learning

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 through email 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 required and access any resources offered to support learning –
- 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 Assistant Headteachers or SLT
- Issues with behaviour – talk to Assistant/Deputy Headteachers
- Issues with IT – talk to IT staff
- Issues with their own workload or wellbeing – talk to Assistant/Deputy Headteachers
- Concerns about data protection – talk to Henry Reid – ICT Manager
- Concerns about safeguarding – talk to the DSL team

4. Data protection

4.1 Accessing personal data

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

- Use BromCom to access family contact details.
- Ensure your number is withheld if using your personal mobile phone to make calls
- Never give out personal details including address, phone number or family details.
- Always use work email address and 'blind copy' (Bcc) all the recipients as not to expose any parents email addresses.
- Choose with care, which devices they should use to access data – if provided with devices, such as laptops, make staff use these rather than their own personal devices

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 hard drives are 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. Do not use memory sticks/ USB pens to store data.
- Access the school server using TS Plus – speak to IT team if problems accessing this.
- 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

Any concerns please report immediately to the school Safeguarding Team:

email:

Julie.chadwick@ravenscliffe.calderdale.sch.uk

Jo.hague@ravenscliffe.calderdale.sch.uk

Daniel.pardoe@ravenscliffe.calderdale.sch.uk

Nicola.hinchliffe@ravenscliffe.calderdale.sch.uk

Daniel.english@ravenscliffe.calderdale.sch.uk

Jessica.lough@ravenscliffe.calderdale.sch.uk

(From Sept 26 – new Head of Student Wellbeing, Safeguarding and Behaviour, And use current systems in place – CPOMS and Onwards and Upwards. Evidence for Learning

6. Monitoring arrangements

This policy will be reviewed regularly and also, if Government guidance changes by Daniel English

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy 2020 and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy