LEVI ALTERNATIVE PROVISION

REMOTE LEARNING POLICY

Policy approved by: Centre Manager

Date reviewed: September 202

Next review date: September 2026 (annually)

Table of contents

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in the centre

- Set out expectations for all members of the centre community with regards to remote learning
- Provide appropriate guidelines for data protection

2. Roles and responsibilities

2.1 Tutors

When providing remote learning, tutors must be available between:

Mon – Thurs 10:30-15:00 and Fri 10:30-13:00

When providing remote learning, tutors are responsible for: Setting work o

      Work for individual lessons need to be uploaded onto Google Classrooms.

      o Individual class tutors are responsible for lessons for their classes.   o

      The amount of work provided needs to reflect the student's timetable

(30 minutes lesson) o Work needs to be set regularly/appropriate level/

differentiated and in line with subject guidelines

- o   Ensure that work is set and made available the night before the day of lesson o   Tutors need to ensure that sufficient resources are made available to students via electronic means to allow them to carry out this work at home. o   Line manager are required to maintain oversight of the appropriateness and quality of the work set across their Department.
- o   Line manager are required to liaise with their Departmental staff through regular contact to ensure that:
- o   Sufficient work is being set to cover ongoing periods of closure o Students causing concern through a lack of engagement with live lessons or assignments requiring submission are flagged with Centre Manager on a weekly basis. o   Providing feedback on work o Feedback shared with students regularly and in line with department policy
- o   Keeping in touch with pupils who aren't in the centre and their parents o

      Liaise with student's keyworker regularly

- o   Contact parents/students if needed o Inform keyworkers if students are not

      completing work.

- o   Tutors unable to work o Tutors unable to work for any reason, for example due to sickness or caring for a dependent, must report this using the normal absence procedure - Contact Head of Centre between 06:30-07:30
- o   When staff are unwell during a period of centre closure, If they are able to set work for any lessons that require it then they should do so, otherwise responsibility for work falls to the Centre Manager.

2.2 Learning Support Assistants/Keyworkers

When assisting with remote learning, LSAs must be available:

Mon – Thurs 10:30-15:00 and Fri 10:30-13:00

When assisting with remote learning, LSA/Keyworkers are responsible for:

- o Supporting pupils who aren't in school with learning remotely o LSAs will support their keyworking students o Support can be provided remotely via zoom/phone call/texts
- o LSAs unable to work o LSAs unable to work for any reason, for example due to sickness or caring for a dependent, must report this using the normal absence procedure - Contact Head of Centre between 06:30-07:30

2.3 Pupils and parents

Staff can expect pupils learning remotely to:

Assuming they are well enough to work, students are expected to: o

Be contactable during the centre day

- o Complete all work set for them and submitting work which is requested for feedback promptly.
- o Check emails regularly and read and respond to communication from teachers/keyworkers.
- o Students are expected to uphold the same standards of conduct and behaviour during live online lessons as they would be expected to in centre.
- o Ensure full engagement with all tasks, including submission of any required work by the deadline that has been set.
- o Alert tutors if they're not able to complete work. o Seek help if they need it, from tutors or keyworkers.

3. Data protection

3.1 Accessing personal data

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

o Use devices provided by LAP rather than their own personal devices

3.2 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 centre'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 members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

○ Keeping the device password-protected ○ 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

○ 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

4. Safeguarding

During any period of centre closure and remote learning, the "Safeguarding and Child Protection Policy still applies, as does the Staff Code of Conduct and the IT Acceptable Use agreement.

Please refer to these documents for further information.

5. Links with other policies

This policy is linked to our:

> Behaviour policy
> Child protection policy
> General Data Protection Regulation policy
> ICT and internet acceptable use policy
> Online safety policy