

# **Al Risalah Secondary Schools Remote Learning Policy**



**Last Updated: September 2023**

**To Be Reviewed: September 2025**

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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 All Teaching Staff

- Using technology in school in line with the policies and procedures of the school
  - Taking part in CPD and briefing sessions organised by the school
  - Familiarity with key documents such as Acceptable Use Agreement, Online Safety Policy, Safeguarding and Child Protection and Keeping Children Safe in Education)
  - Attending virtual meetings with staff, parents and pupils or when running remote lessons
  - Asking for assistance as soon as possible if anything is unclear or if there are any particular training needs

### 2.2 Teachers

When providing remote learning, teachers must be available between usual working hours.

When providing remote learning, teachers are responsible for:

- Setting work
  - Providing agreed range of work for the class/year group/pupil group identified by your Subject Lead / HoD
  - In setting the work taking into account the learning needs of individuals and groups
  - Seek assistance as soon as possible if there are any issues / difficulties
  - Liaise with other members of the team as required (e.g. other staff in the class /phase/team ensure the range of work provided includes consideration of the needs of particular groups (e.g. SEN, pupils with limited support at home and those with limited access to devices)
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➤ Providing feedback on work

- Monitor messages on on-line learning platforms, during live online sessions and in checking the year group email accounts (work submitted by pupils via email) and any work handed in at the office by parents.
- Phone calls home using the school's telephone system to follow up any issues highlighted in live sessions, in checking work submitted and email messages. Staff may use their own devices but must withhold their number. It's good practice to create a call log of these calls. A template can be found in Appendix 1.
- Discussing with HoD / Subject Lead / concerns noted

➤ Pupil engagement, learning and progress

- Logging children's attendance, quality of work and progress using the policies and systems set up by the school
- Identifying pupil that are having difficulties and discussing this with relevant adults
- In consultation with phase leader and other relevant staff (e.g: Safeguarding Deputy/ Lead), communicating with parents any key messages regarding the learning and wellbeing of pupils

➤ Keeping in touch with pupils who aren't in school and their parents

- Year group email addresses, during usual working hours
- Messages via the school's approved on-line learning platforms (e.g. Pupil Portal)
- School phone system (or staff own device with number withheld)
  - Any concerns or complaints raised by parents or pupils, or any safeguarding concerns picked up by staff should be reported to the Headteacher or Safeguarding Deputy/ Lead straight away.
  - Any issues relating to behaviour or learning identified by the member of staff (e.g. lack of engagement and offensive language) with the work provided should be reported to the Subject Lead / HoD. The C- Slip System has been adjusted for Remote Learning.

➤ Attending virtual meetings with staff, parents and pupils or when running remote lessons

- Prepare in advance for meetings / lessons in line with policies and any instructions given by senior staff (e.g. phase leaders or line managers)
- Choose a quiet, well-lit location. Check carefully there is nothing inappropriate in the background. Change the background, if possible to a screensaver background.
- The school's dress code is to be adhered to (modest, professional dress)

## 2.4 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 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

## 2.5 Senior leaders / Subject Leads / Heads of Department

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach in their phase

- › Monitoring the effectiveness of remote learning – 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 and safeguarding considerations.
- › Communicating with pupils and parents on the provision, including collecting feedback and using this information to evaluate the quality and impact.

## 2.6 Designated Deputy & Safeguarding Lead

The DSL is responsible for:

Ensuring the remote provision is organised with reference to the safeguarding policy (distributed to all staff and available on the school website)

## 2.7 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 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

## 2.8 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
- › 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, 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 relevant subject lead
- › Issues with behaviour – talk to the relevant subject lead or BO
- › Issues with IT – talk to IT staff – IT Support
- › Issues with their own workload or wellbeing – talk to the subject lead / Exec.Principal

- › Concerns about data protection – talk to the Exec. Principal
- › Concerns about safeguarding – talk to the DSL Suhayl Lee (Exec.Principal) Suhayl Lee  
Exec.Principal@alrisalahsecondary.co.uk or Deputy DSL Shenaz Randeree  
Shenaaz.Randeree@alrisalahsecondary.co.uk

## 4. Data protection

### 4.1 Accessing personal data

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

- › Will have access to the School's Online Student Registration and ID Details
- › Use their (provided) Desktops and Laptops to access school data

### 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as [ , 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. All teacher laptops are encrypted by the school IT support.
- › 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 (Provided by school IT support)
- › Keeping operating systems up to date – always install the latest updates

## 5. Safeguarding

The policy: Safeguarding and Child Protection Policy 2020/21 has been updated to reflect the current situation. Staff are briefed on it and handed copies. It is available in the school Reception Area; on the School Websites and by request to Administration.

## 6. Monitoring arrangements

This policy will be reviewed annually. At every review, it will be approved by the Governing Body.

## 7. Links with other policies

This policy is linked to our:

- › Behaviour policy
- › Safeguarding and Child Protection Policy and coronavirus addendum to our child protection policy
- › Data protection policy and privacy notices
- › ICT and internet acceptable use policy
- › Online safety policy

Appendix 1.

Call Log (With an Example)

Date & Time?	Teacher?	Calling which student?	Why?
17.06.20 at 11am	DG	Amal Rehman (8G)	Study Help
23.06.20 at 1pm	DG	Jock Martin (9B)	General Well- Being Call