WENTWORTH COLLEGE

Remote Learning Policy

Approved by: Manuel Guimaraes, Principal

Last Review: September 2026

Next Review: September 2027

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1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to learning for students who aren't in college
- Set out expectations for all members of the college community with regards to remote learning
- Provide appropriate guidelines for data protection

2. Roles and responsibilities

2.1 Teachers - teaching responsibilities

When providing remote learning, teachers must be available for their normal working hours.
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:
o Teachers will need to provide work for each of their classes, uploaded to the remote learning platform or sent to students via electronic communication.
o Work will need to be set and communicated to students in good time for them to complete the tasks.
o Teachers should where possible use Google Classroom for uploading work to each class. For small groups teachers may use more direct methods of setting work, for example email.
o Where a subject is shared, teachers are expected to co-ordinate regularly to ensure consistency across the subject.

• Providing feedback on work:
o Students will send completed work by email or through Google Classroom, which teachers should check daily during the teaching week.
o Teachers are expected to return the work with appropriate feedback within a week, either through Google Classroom or email. Feedback may also be given verbally through Google Meets, the college video-conferencing classroom platform.

• Keeping in touch with students who aren't in college and their parents
o Students are required to login to the College platform for their normal lessons at their normal lesson times. Google Classroom and Google Meet are the college platform used. Students will need to use their @wentworthcollege.org email address to login and access.
o Teachers are expected to keep regular contact with students via the college platform or through other electronic media. Attendance in classes should be reported in the normal way using the Bromcom platform.

o Teachers with any safeguarding concerns over students should contact the DSL (see below). If there are complaints or concerns raised by parents or students, teachers should refer them to the SLT (Senior Leadership Team).
o Teachers should refer students with behavioural issues and those failing to complete work, to the

SLT

- Attending virtual meetings with staff, parents and students:

o Video or Audio – Teachers should only use audio conferencing for classes conducted from home, using the present function on Google Meet to show a whiteboard or powerpoint presentation where necessary. Video may be required occasionally to demonstrate a specific point or concept. Students should only use audio when joining remote classes.
o Dress code – teachers are required to dress appropriately for virtual meetings and classes where video is enabled.
o Location Background – where video is enabled teachers must ensure the background is appropriate for the audience. For all virtual meetings teachers should choose a location without background noise.
o College premises – when teachers are teaching classes in college there may be some students joining remotely. Teachers are expected to adjust their lesson plans to take account of remote learners to ensure they receive the same level of learning.

- Subject planning:

o Teachers are responsible for considering if any aspects of the subject curriculum need to change to accommodate remote learning
o Teachers are responsible for ensuring all work set remotely is appropriate and consistent across the subject.

2.2 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the college.
- Working with teachers 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 through regular contact and staff meetings
- Alerting teachers to resources they can use to teach their subject remotely
- Monitoring the effectiveness of remote learning through regular meetings with teachers and collecting feedback from students and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.3 Designated safeguarding lead

The DSL at the college is Candice Rakusin, candice.rakusin@wentworthcollege.co.uk
The DSL is responsible for implementing the Safeguarding Policy, available on the college website.

2.4 IT

IT and related technology issues are the responsibility of Jon Alsop, jon.alsop@wentworthcollege.co.uk who should be contacted directly for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're experiencing
- Assisting students and parents with accessing the internet or devices

2.5 Students and parents

Staff can expect students 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 are concerned about their child's behaviour
- Be respectful when making any complaints or concerns known to staff

3. Who to contact

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

- Issues with work & behaviour – Manni Guimaraes manni@wentworthcollege.co.uk
- Issues with IT – Jon Alsop, jon.alsop@wentworthcollege.org
- Concerns about safeguarding – Candice Rakusin, candy@wentworthcollege.org

4. Data protection

4.1 Accessing personal data

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

- Use the college MIS system, Bromcom, which is a secure cloud-hosted service. This is the same platform that is used within college, and there are no additional requirements for remote learning.
- Use the college learning platform, Google Education, which contains student email addresses and their submitted work.
- Teachers should access personal data above using secure personal or college devices and not public devices. Data should not be accessed in public settings.

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 case 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

The college child protection & safeguarding policy is available on the college website.

6. Monitoring arrangements

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

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy