Remote Learning Policy

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 9am and 12pm and then 1pm and 3.30pm.

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 For the class they teach whilst in school. On the occasion that another teacher is sick, teachers may be asked to set a reduced timetable of work for that class.

> - o Teachers are expected to set daily Maths and English tasks every morning and foundation subject tasks, inline with their normal timetable, in the afternoon.

> - o Maths and English work must be posted by 9.30am and Foundation subject work must be posted by 1.30pm

> - o Work should be uploaded to the school's Class Dojo account onto each class's Class Page.

> - o Teachers should take time to look at other teacher's posts to ensure consistency in terms of amount and quality across the school.

> Providing feedback on work:

> - o Pupils will upload work onto their Class Dojo portfolios by taking photos or completing worksheets directly on to the portfolio page. They must also keep their workbooks and return them to school at the end of their home learning period.

> - o Teacher's can comment on pupil's work giving advice on how to improve and praise where needed. This should not be lengthy but more to acknowledge that the child has completed the work. With older children, teachers may ask pupils to improve their own work.

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

- o There is an expectation that children will upload their work daily and make contact with their class teacher and vice versa this way. Parents can also message teachers using the Class Dojo messaging service.
- o Teachers should only be answering messages between the hours of 9am and 4.30pm
- o If Teachers have any concerns regarding safeguarding, they should log it on CPOMs and the DSL will respond inline with the Safeguarding Policy.
- o If children fail to complete work without a valid reason and all barriers to learning have been explored and supported, then the class teacher must call the parent/carer to find out why and encourage them to do the work set, outline the impact of not learning at home would have on their child.

> Attending virtual meetings with staff, parents and pupils:

- o Staff should be dressed appropriately as if in school, whilst conducting live streaming and/or recording videos.
- o Staff should avoid background noise (music/TV), children in the background, family photos in the background etc

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9am and 3.30pm

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 assisting with remote learning, teaching assistants are responsible for:

> Supporting pupils who aren't in school with learning remotely –

- o These include children with EHCP or Top Up funding and those who do not have internet access to Class Dojo.
- o Those who have EHCP will receive daily tasks, linked to their support plans where possible. Those who do not have internet access will receive a phone call and work will be set inline with a text book which will have already been sent home with the child. In the telephone call they will discuss the previous days work with them and offer feedback where possible.

> Attending virtual meetings with teachers, parents and pupils – cover details like:

- o Staff should be dressed appropriately as if in school, whilst conducting live streaming and/or recording videos.
- o Staff should avoid background noise (music/TV), children in the background, family photos in the background 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 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, through discussions via remote meetings on Teams at regular intervals

> 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 (DHT)

> Monitoring the effectiveness of remote learning. Teams meetings with teachers and SLT to discuss the quality of work returned and the number of children engaging.

> Monitoring the security of remote learning systems, including data protection and safeguarding considerations (HT)

2.5 Designated safeguarding lead

The DSL (Mrs James HT) is responsible for:

- Adhering to the Safeguarding Policy 2020

2.6 IT staff

Mr Orwin is 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

> Liaising with school technician for further support if needed

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 or teaching assistants

> 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 body

The governing body 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 or SENCO (N. James or L. Hudson)

> Issues with behaviour – talk to the behaviour lead L. Hudson

> Issues with IT – talk to M. Orwin

> Issues with their own workload or wellbeing – talk to N. James

> Concerns about data protection – talk to the data protection officer N. James

> Concerns about safeguarding – talk to the DSL N. James

4. Data protection

4.1 Accessing personal data

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

> Teachers can access CPOMs in the child's contact details section

> Staff may use a school laptop or tablet. They may also use a personal laptop or device but must not make recordings and they must have secure passwords and logout of systems after use. (See Acceptable Use when Remote Learning Policy)

4.2 Processing personal data

Staff members may need to collect and/or share personal data such 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

See Safeguarding Policy 2020

6. Monitoring arrangements

This policy will be reviewed internally by SLT termly, and externally by Governors annually. At every annual review, it will be approved by the full governing body.

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 and privacy notices
> Home-school agreement
> ICT and internet acceptable use policy
> Online safety policy
> Acceptable use and Remote Learning Policy

Adopted Sept 2020

Signed *N. James* (Head Teacher)

Signed *J. Waine* (Chair of Governors)

Review date September 2021