



Remote Learning Policy

January 2021

Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school.
- Set out expectations for all members of the school community with regards to remote learning.
- Provide appropriate guidelines for data protection.

Roles And Responsibilities

Teachers ideally are available Monday-Friday during usual working hours but this will be primarily directed by their own personal family circumstances/situation during the current crisis. Underpinning this approach is an understanding for flexibility as to when teachers can be available. If they 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.

Teachers

Teachers must be available between every day during term time following their 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:

- Class teachers will provide approximately three activities per day for their pupils plus reading and spelling practice.
- Activities should include one English, one Maths; and one other Curriculum subject. There should also be good range of the various foundation subjects relevant to the national curriculum set out for the respective year group.
- Instructions should contain enough detail for the pupil to be relatively independent (age dependent) but should not rely solely on the use of a computer or device as it is acknowledged that this may be needed by siblings and/or parent(s) working from home. Adaptations may be required if necessary. Teachers should not assume that a home has access to a printer to print anything.
- The amount of time expected for each child to complete the work will depend on the age of the child. When setting work to be completed remotely teachers need to be mindful of the time parents and carers will have to support each of their children as well as having to work from home.
- A weekly child friendly plan of work will be uploaded onto Seesaw (KS1 /2) and Evidence Me (EY) before 9.00 am Monday.
- More detailed weekly plans will be loaded onto the school system or if not possible emailed to HT/SLT.
- HT will monitor planning and Seesaw.
- Teachers are not expected to feedback outside the hours of 8.30 am and 4:30pm. It is not expected for teachers to feedback during the weekends or in a holiday period.
- If a parent needs clarification on how to complete the work set, or feedback from the teacher then this should be done via the app or school email.

- If a week has gone by and no contact has been made by the child or parent concerning work being set then the teacher should contact the parent/carer using their email to “touch base” and ensure everything is on track. If there is no contact forthcoming from the parents then this needs to be conveyed to the DSL/head teacher and or deputy DSL’s who will contact the parent by phone to check everything is well.
- If a parent or carer has a complaint, this should be referred to the head teacher who will advise on how to answer the complaint or may contact the parent in person using their email to answer the complaint. If the complaint is of a safeguarding nature then it should be referred to the DSL or deputy DSL who will follow the processes as laid down in the schools Child Protection Policy.

Attending Virtual Meetings

- Teachers should not be setting up or interacting in individual virtual meetings with children or parents unless agreed with the head teacher first. All communication should be via school email/ Seesaw/ Evidence Me or telephone.
- Teachers should be mindful of dress codes i.e. normal everyday attire suitable for a professional meeting and should attempt to conduct the meeting in a quiet room free from disturbance and background noise if at all possible.

Teaching assistants

Teaching assistants should be available during their normal working hours on the days they are normally required in school. If they 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.

Teaching assistants may:

- Work in school for specific tasks as required by the Head teacher.
- Undertake remote and/or online CPD training.
- Attend virtual meetings with colleagues.
- Provide virtual 1:1 support sessions for vulnerable pupils/children.
- Be willing to complete some tasks from home if possible as directed by the class teacher they normally work with.

When assisting with remote learning, teaching assistants must be available in their normal working hours.

If they 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.

Attending Virtual Meetings

- Teaching Assistants should not be setting up or interacting in individual virtual meetings with children or parents unless agreed with the head teacher first.
- Teaching Assistants should be mindful of dress codes i.e. normal everyday attire suitable for a professional meeting and should attempt to conduct the meeting in a quiet room free from disturbance and background noise if at all possible.

Subject Leads

SENCO

- The SENCO will be responsible for:
- Liaising with colleagues about the appropriateness of work set for the children on the SEND register for home learning.
- Liaising with outside agencies such as Educational Psychology service.
- Keeping up date with EHCP annual reviews in line with DfE guidance.

Alongside their teaching responsibilities, subject Leaders are responsible for:

- Giving support where necessary to support colleague in the setting of work for the children to complete as part of home learning.
- Alerting teachers to resources they can use to teach their subject.

Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach within their appropriate key stage.
- Supporting their key stage teachers both by email and in virtual meetings.

Designated Safeguarding Lead

The DSL (Mrs. S. Hawes) has the overall responsibility for safeguarding and child protection, has the appropriate authority and training to undertake such a role, and is able to provide advice and support to other staff on child welfare and child protection matters. She is able to take part in strategy discussions and inter agency meetings and to support other trained staff to do so as well as contribute to the assessment of children. The Designated Safeguarding Lead (and any deputies) are most likely to have a complete safeguarding picture and be the most appropriate person to advise on the response to safeguarding concerns (KCSIE 2020).

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.

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 if they are 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 cannot complete work.
- Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff.

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.

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.
- Issues with behaviour – HT or member of SLT.
- Issues with IT – contact IT staff.
- Issues with their own workload or wellbeing – HT.
- Concerns about data protection – talk to the data protection officer.
- Concerns about safeguarding – talk to the DSL.

Data Protection

Accessing Personal Data

When accessing personal data, all staff members should be mindful that:

- Data can be accessed via secure cloud service or a server in your IT network.
- Only school devices should be used e.g. lap tops, tablets not personal devices.
- Work completed by children should be stored in a file on that device for future use if required.

Processing Personal Data

Staff members may need to collect and/or share personal data such as parent emails as part of the remote learning system. Such collection of personal data applies to our functions as a school and does not require explicit permissions. Parents' emails should not be shared with anyone outside of the school.

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.

Safeguarding

Please refer to the school's Child Protection and Safeguarding Policy, including Addendum.

Monitoring Arrangements

The head teacher will review this policy annually. At every review, it will be approved by the full governing body.

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