

Remote learning policy



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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 and information regarding safeguarding

2. Roles and responsibilities

Senior Leadership Team

Alongside any subject teaching responsibilities, they hold, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning- through regular meetings with teachers and subject leaders, reviewing work set and through reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Following up on children who do not 'register' online and maintaining contact and support to parents
- Uploading weekly assemblies and facilitating any wider online activities that still take place during this time
- Both HT/DHT as Designated Safeguarding Lead and Deputy Designated Safeguarding Lead will ensure that MyConcern is regularly checked and any concerns swiftly acted upon. Teachers will report any concerns via this tool and the DSL/Dep DSL will follow these up with parents/other services
- Ensure staff contact is still maintained through regular 'touch base' meetings

SENDCo

Alongside any subject teaching responsibilities, they hold, the SENDCo responsible for:

- Maintain contact with teachers and parents of any children with individual learning plans and will support teachers with SEND pupils needs. The SENDCo will also continue to liaise with external agencies in their support for children in the school

Key Stage and Subject Leaders:

- Support staff in signposting any useful resources for topics
- Alert staff to any changes that may be made to topics if they need to be adapted for remote learning
- Key Stage leaders ensure regular touching base with their team during a period of remote learning

Class teachers

- Provide remote learning to be undertaken between the hours of 0745- 1330. Teachers should be available until 1430 to provide support and feedback after uploading activities
- Ensure all children in their class are provided with differentiated learning activities which support and develop their understanding
- Subjects such as PE and IT will be included in the remote learning package and will be uploaded by the teacher who regularly undertakes this teaching in school

Foundation Stage

- Will create and schedule 4 activities per day. These activities should include play based, maths development and phonics development. Also included will be a daily story time activity

Key Stage 1

- Teachers will create and schedule 4 activities per day. Each day there should be a maths and English activity and other topic sessions to be spread over the course of the week

Key Stage 2

- Teachers will create and schedule 4 activities per day. Each day there should be a maths and English activity and other topic sessions to be spread over the course of the week

It is important that each class in a year group is consistent in terms of the variation of topic work put out over the course of the week.

Feedback

- All work should be submitted through the learning platforms, or via scanned e mail copies of paper packs where required;
- Feedback should be focussed on improvement, and can be delivered via written comments, or recorded responses attached to pieces of work;
- Feedback should be completed the same day, if possible, to allow for improvements in future pieces of work
- The expectation will be communicated to parents that work will only stay 'live' for 24 hrs, after which time there will be no expectation for the teacher to scroll back through pages of work in order to provide feedback
- Teachers are not expected to provide feedback or other communication outside of the agreed working hours, any work uploaded after this time will be responded to in the beginning of the next morning (if the work falls in the 24hr period zone)

Keeping in touch

- If remote learning is in play due to a lockdown scenario, regular contact will be kept with parents via the means stated above
- If remote learning is in play due to a child being required to self-isolate, daily contact should be made with the family via activities being uploaded and a daily phone call from the school office to keep in touch
- As with feedback, teachers are only required to respond to messages within their working daily hours. Any messages received after this time will be responded to at the earliest opportunity the next day. There will be no expectation for teachers to respond to messages at the weekends or holiday periods
- Any concerns raised by parents will be dealt with by the class teacher in the first instance with the Key Stage leader copied in for reference. If necessary, the Key Stage Leader will escalate the concern to the HT or DHT.

- If children are regularly not completing work, initial contact should be from the class teacher. If this continues to be an issue then the concern will move through the normal procedures of Key Stage Leader, Deputy Headteacher and Headteacher

Virtual meetings

- Regular 'Keep in Touch' meetings will be scheduled by the HT and DHT over the period of any school closure due to a 'lockdown' situation
- Staff should ensure that they 'attend' any virtual meeting with the same level of professionalism that they would attend a face to face meeting e.g. dress code, preparedness etc.
- All virtual meetings should be conducted in a suitable location within the home and staff should be aware of any background areas that may be able to be viewed

The role of Teaching Assistants:

When assisting remote learning, or with key worker children (during times of closure), LSAs must be available to support between the hours of 0800-1300, unless they are conducting remote learning with their own children at home for any of these hours. Learning Support Assistants can be required to be asked to be part of the supervision rota for key worker provision to support these children in the completion of their remote learning activities as part of their daily working hours unless conducting remote learning with their own children at home. If LSAs cannot attend due to teaching their own children at home, it will be required that they also support with other school activities such as preparing resources etc.

The IT Team

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff with any technical issues that they are experiencing
- Supporting the school to review the security of remote learning systems and flagging any data protection breaches to the data protection

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;
- 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
- Be respectful when making any complaints or concerns known to staff;
- Be respectful of teacher's working hours and limit contact to the agreed hours

The School Governance Committee (SGC)

The SGC is responsible for:

- Monitoring the school's approach to providing remote learning to ensure that 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;
- Monitoring the well being of school staff and maintaining regular contact

3. Who to contact

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

- Concerns about Safeguarding – DSL/DDSL
- Concerns about data protection – HT/DHT
- Issues regarding workload and wellbeing – HT/DHT
- Issues with setting work – Key Stage lead/subject leaders

4. Data protection

Accessing personal data

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

- Use authorised school equipment such as school laptops and surface pro machines
- Make use of 'One Drive' for the storage and transfer of resources, unless these can be accessed from the school server. No personal portable storage devices should be used to remove information from the school server

Processing personal data

Staff members may need to collect and/or share personal data, such as school e mail addresses or families personal e mail 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

Keeping devices secure

All staff members will take appropriate steps to ensure that 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, number 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;
- Ensuring the antivirus software is up to date

5. Safeguarding

The school safeguarding policy can be found via the school website. Safeguarding procedures remain unchanged during remote learning times, and extra vigilance should be used to help safeguard children remotely

6. Monitoring arrangements

This policy is linked to our:

- Behaviour policy
- Safeguarding policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and acceptable use policy
- Online safety policy