

Remote learning policy

Approved by:	Coral Champion	Date: 6 th October 2020
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Last reviewed on:	October 2020
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Next review due by:	[October 2021
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1. Aims

This remote learning policy for staff aims to:

Ensure consistency in the school's 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

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 08:30 to 15:30 Monday to Thursday and 08:30 to 12:00 on Friday. All teachers will take their PPA on Friday afternoons. Part time teachers will work their normal days and take PPA at their usual time. Please be aware that consideration of personal family circumstances will also need to be taken into consideration but these will need to be agreed by the Headteacher/SLT.

If teachers 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. When providing remote learning in the event of a class/year group bubble closure or local/national lockdown, teachers are responsible for:

Setting work:

- Class teachers will provide at least one Maths and one English activity per day and a foundation subject per week.
- Work should be uploaded via Google Classroom
- The teaching aspect of each lesson will be pre-recorded so that pupils who need to share devices at home are able to access lessons at a time that is convenient for them
- Instructions should contain enough detail for the pupil to be relatively independent but should not rely on use of a computer or device as it is acknowledged that this may be needed by siblings and/or parents who are also working from home.
- Pupils should not be expected to print off any work. Exercise books will be provided for all pupils

Providing feedback on work:

- No regular contact with parents is expected
- Teachers must never use personal devices that share personal contact details eg phone numbers or private email addresses
- Pupils can submit work and/or questions via their Google Classroom account

- Teachers need to respond to pupils within 24hours (not including weekends)
- If pupils regularly miss submitting work, SLT should be informed and follow up phone calls will be made
- If a teacher receives an email from a pupil or parent that causes concern, this must be reported to SLT/Safeguarding Officer immediately

Keeping in touch with pupils who are not in school due to self-isolation:

- Office staff will keep an Excel spreadsheet detailing when the pupils are expected to be missing school. They will also take details regarding access to devices and wi-fi as well as asking whether the family would like to receive a food parcel if the pupil is PPG
- SLT will take responsibility for setting work for children in these circumstances and will use the class teacher's planning to set one Maths and one English activity per day and one topic activity per week. These activities will be pre-recorded for the reasons given above
- SLT will adhere to the same safeguarding procedures as set above
- SLT will give feedback to pupils and will follow up any issues regarding work not being completed

Attending virtual meetings:

- Teachers will need to adhere to the professional dress expectations as detailed in the Code of Conduct
- Teachers may be required to undertake remote and/or online CPD training
- Teachers may be required to provide information regarding a child for the purposes of SEND, Safeguarding or other professionals
- Teachers should ensure that any confidential information cannot be overheard by anyone else in the household and should be mindful of background noise and visuals
- Teachers will NOT take part in any virtual or online live lessons with pupils or parents

➤ **Welfare/Safeguarding contact:**

Family Workers/SENDCo/Safeguarding Officer/SLT and, in some cases teachers, will continue to make calls home where a concern has been raised

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between on their normal working days 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 assisting with remote learning, teaching assistants may be responsible for:

- Supporting pupils who are not in school with learning remotely
- Support identified children with Google Classroom activities as directed by SLT/SENDCo
- Undertake remote and/or online CPD
- Attend virtual meetings with teachers for planning purposes
- Attend virtual meetings regarding pupils they support in school eg SALT following guidance regarding observing confidentiality, background noise and background scenery
- Adhere to the Code of Conduct regarding dress

2.3 Subject leads

Alongside their teaching responsibilities, subject leads may:

Consider whether any aspects of the subject curriculum need to change to accommodate remote learning

Work with teachers teaching their subject remotely to make sure all work set is appropriate and consistent

Work 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

Monitor the remote work set by teachers in their subject such as through regular meetings with teachers or by reviewing work set

Alerting teachers to resources they can use to teach their subject remotely

2.4 SENDCO

The SENDCO is responsible for coordinating provision for pupils with SEND across the school as set out in the SEN Policy. During a period of enforced closure the SENDCO will continue to:

- Lead on liaison with SEND pupils at home and their families
- Ensure completion of statutory SEND paperwork and/or applications

2.5 Strategic Leadership Team

Alongside any teaching responsibilities, SLT are responsible for:

Co-ordinating the remote learning approach across the school in the event of a full lockdown

Monitoring the effectiveness of remote learning such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents

Identifying which families (through the Excel spreadsheet) have no access to the internet or devices and ensuring that hard copies of learning activities are provided for those families. If possible, parents are expected to collect these packs.

Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Oversee the ongoing wellbeing and CPD of staff

2.6 Designated safeguarding lead

The DSL/DSO responsibilities are identified within the school's Safeguarding Policy

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:

Check Google Classroom daily to see the posts/resources for each subject

Complete work to the deadline set by teachers

Use Google Classroom to communicate with their teacher/teaching assistant and ask for help if they do not understand the set task

Alert teachers if they're not able to complete work due to illness for example

Continue to read daily

Work as independently as possible

Take sensible breaks

Staff can expect parents with children learning remotely to:

Make the school aware if their child is sick or otherwise can't complete work

Support their child(ren) as best as they are able given their own family circumstances

Find work on Google Classroom (KS2) or the website (EYFS and KS1 pupils)

Seek help from the school if they need it via the Google Classroom email

Be respectful when making any complaints or concerns known to staff

Suggested daily timetable

Time	Suggested Activity	Ideas
09:00 – 09:30	Exercise	See the videos on the web site
09:30 – 10:30	Maths task	Log onto Google classroom to find the task of the day. Submit your work.
10:30 – 11:00	Break time	Healthy snack and outdoor play
11:00 - 12:00	English task	Log onto Google classroom to find the task of the day. Submit your work.
12:00 - 13:00	Lunch time	
13:00 – 14:00	Topic time	Log onto Google classroom to find the task of the week. Don't forget to submit your work at the end of the week.
14:00 – 14:30	Quiet time or mindfulness activity	Mindful colouring
14:30 – 15:00	Reading	Read your reading book, library book or listen to a story that is available on the school website

2.9 Governing board

The governing board is responsible for:

Keeping monitoring to a minimum by focusing on safeguarding and health and safety

Supporting staff and pupil wellbeing

Ensuring statutory duties of the governing body are continued during any lockdown period

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, Assistant Head or SENCO

Issues with online behaviour – refer to the Safeguarding team or Assistant Head

Issues with IT – talk to IT staff

Issues with their own workload or wellbeing – talk to their line manager

Concerns about data protection – talk to the data protection officer (Catherine Cleaver)

Concerns about safeguarding – talk to the DSL/DSO

If parents have any concerns above and beyond the acknowledgement of work set by the class teacher, they should contact a member of the SLT or Headteacher

4. Data protection

4.1 Accessing personal data

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

- Only use their official school email account and never use personal messaging systems including any social media platforms
- Connect to the school network using only a school remote desktop connection to work with any personal data to ensure that no data actually leaves the school premises

4.2 Processing personal data

- Staff are unlikely to need to collect and/or share any personal data.

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

The school's Safeguarding Policy is to be followed

6. Monitoring arrangements

This policy will be reviewed annually or as required by changes in circumstances

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
- ICT and internet acceptable use policy
- Staff Code of Conduct