



*Achieving Excellence Together in a Caring Community*

# 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 in the event of partial or full school closure
- 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 in the event of a complete closure, teachers must be available to work with pupils between 9am-3pm (Friday this will be 9am-12pm due to school closure for PPA and weekly deep cleaning). For children who are isolating whilst the majority of children are in school / school is open, teachers will be available to answer questions or give feedback after school.

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. This can be found in the Staff Procedures document.

When providing remote learning, teachers are responsible for:

- Setting work via Google Classroom / Classlist:
  - One live taught lesson per day, with others being prerecorded. An input and daily tasks for English, Maths and one foundation subject daily. Where individuals classes are isolating, e.g. within a year group, live content may change where appropriate for those pupils.
  - Work set to be in line with the objectives for the children were they in school, in the case of individuals work may be adapted if appropriate
  - For individuals where school remains open, work is uploaded to Google Classroom weekly before the start of school on Monday. In the event of a school closure, activities to be uploaded or scheduled for release by the start of each school day.
  - All work for Years 2-6 to be uploaded via Google Classroom where children can submit work back to their teachers. Early Years and Year 1 to email via Classlist and parents to return to teachers via email
  - Work set via online platforms should be agreed via Team PPA meeting on Friday afternoon and tasks delegated by Year Leader so that the same work can be set for all children who require it within the year group.
- Providing feedback on work:
  - Children in Years 2-6 will receive daily feedback on their learning, this could be either through shared marking, live comments and chat on a shared document or verbal whole class or individual feedback.
  - Parents of children in Nursery, Reception and Year 1 will email the teacher with work completed/photos and this will be acknowledged via a comment written to the parent
- Differentiation:
  - A range of tasks will be sent to provide extension/creative tasks for children who complete tasks quickly and wish to undertake further optional tasks
  - Children of lower ability will be supported by having additional scaffolding from their class teacher, or another teacher in their year group, during independent activities.
  - Where possible, intervention groups will be used to support learning
- Keeping in touch with pupils who aren't in school and their parents:
  - If a child does not complete any of the work set, a phone call home is to be made by SLT or class teacher to check that they have access and understand the tasks. If no contact can be made, this will be referred to both the daily duty DSL and interim Deputy Head, James Taylor – who will continue to attempt contact until this has been made successfully
  - Teachers are not expected to answer emails after 5pm or at the weekend. Teachers should respond to questions and queries as promptly as possible, taking no longer than 48 hours or 2 working days if over a weekend/school holiday.

- If a teacher receives a complaint or concerns shared by parents, they should inform the year leader / SLT for advice.
- For any safeguarding concerns teachers should immediately inform the the duty DSL and log a concern using the My Concern platform
- Attending virtual meetings with staff, parents and pupils:
  - Staff should be fully dressed at all times when participating in a virtual meeting
  - Locations: if joining remotely, there should be nothing identifiable about your home in the background of the call – choose as plain a background as possible or garden background e.g. fence or hedge
  - Ensure that headphones are used if the meeting content is confidential and there are other members of your household in close proximity
  - For class meets or meetings where children are present there are 2 members of staff present in the call – (2x teachers, 1 teacher and 1 LSA or teacher and other SLT member)

If teachers are also working in school, in-school teaching will take priority during the school day and virtual meetings will be scheduled for after school or when cover is available

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between their contracted 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. See Staff Procedures.

When assisting with remote learning, tasks could include:

- Supporting pupils who aren't in school with learning remotely;
  - Children with an EHCP – 1:1
  - In order to safeguard the adult and child, we would only allow this if the staff member is able to work in an open area of the school where there are other adults working e.g. an office with another member of staff and the parent of the child be present with the child.
- Attending virtual meetings with teachers, parents and pupils;
  - Staff should be fully dressed at all times when participating in a virtual meeting
  - Locations: if joining remotely, there should be nothing identifiable about your home in the background of the call – choose either a plain wall or garden background e.g. fence or hedge
  - Ensure that headphones are used if the meeting content is confidential and there are other members of your household in close proximity
- Supervising the learning of key worker and vulnerable children in school

## 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 and advising where adaptation may be appropriate;
- 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 –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 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – Dave Dennis (Assistant Head teacher) will be responsible for this in the case of a full school closure and Year Leaders will report to SLT in the case that school is open for the majority of children
- Monitoring the effectiveness of remote learning –regular contact with teachers and subject leaders, reviewing work set on Google Classroom for each year group and reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations – Gemma Hall (Deputy Head teacher) / James Taylor (Interim Deputy Head from 12<sup>th</sup> November 2020)

## 2.5 Designated safeguarding lead

There will be a duty DSL available each day and this will be added to the school calendar if there is a change to the main rota. The DSL will check My Concern and respond to new concerns raised throughout the day as well as being available (either in person or by phone/text) if a concern is raised by a member of staff off site.

## 2.6 IT staff

Class teachers and year group leaders should be the first port of call for IT issues raised by pupils/parents. If these cannot be resolved, Jemma Flint (Computing Lead and Year 3 class teacher) will liaise with IT staff (LGFL Cygnet) and will be responsible for:

- Supporting with 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

## 2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be present in online learning with their camera device on where possible - special circumstances may occur where parents/carers can choose to opt out of this requirement by contacting the Headteacher.
- Be contactable during the school day – although 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're not able to complete work
- Make use of mobile devices appropriately during lesson time
- Only make use of the school's online learning chat forums to speak to one another regarding classwork

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Ensure that both themselves as the parent or carer and their child/children is/are appropriately dressed for video calls and that pupils are reminded of their duty to uphold basic responsibilities for the safeguarding of themselves and others present on the call.
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff
- Ensure that online learning video meet links are not being used irresponsibly when teachers have dismissed lessons - meeting links should be left by all pupils when learning is not taking place.

We recognise that parents may also be working from home and therefore there may be multiple demands on devices so children may complete work at times which fit best with their family circumstances. We ask that parents let us know if there are

challenges in the home such as limited access to devices, internet etc. and we will provide devices and/or paper packs for completing work in these cases which can be collected from and returned to school.

## 2.8 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

## 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
- Issues with behaviour – talk to the relevant head of phase or year
- Issues with IT – talk to Computing Leader
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the duty DSL

## 4. Data protection

### 4.1 Accessing personal data

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

Explain:

- How they can access the data, such as on a secure cloud service or a server in your IT network
- Which devices they should use to access the data – if you've provided devices, such as laptops, please use these rather than their own personal devices

### 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 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 Child Protection Policy and School Closure Addendum can be found on the school website and in the staff Google Drive.

## 6. Monitoring arrangements

This policy will be reviewed termly by Gemma Hall (Deputy Head) / James Taylor (Interim Deputy Head from 12<sup>th</sup> November) At every review, it will be approved by The Curriculum Committee of the 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