

Remote learning policy

Upper Arley C of E Primary School



Approved by:

HT and Governors of
Curriculum Committee

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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

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 8.50am and 3.15pm online, inline with the school working day. If however, key worker children are present in school, there may be days where the teacher would be unable to provide feedback during the school day but would endeavour to attend to this the following day.

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 to the Headteacher using the normal absence procedure.

When providing remote learning, teachers are responsible for:

- › Setting work –
 - For their class pupils, who could be either working from home due to the bubble closing, or who are in the school due to a teacher self-isolating.
 - KS2 – daily sessions for Maths, spelling, reading, writing and handwriting as well as a topic based activity.
 - KS1 – daily sessions for maths, phonics, writing, reading and handwriting as well as a topic based activity.
 - This work needs to be accessible from 8am on that school day.
 - Work will be loaded onto/completed on the Key Stage online platform (Seesaw KS1, Showbie KS2)
 - › Providing feedback on work –
 - Pupils will store completed work in their folder on the learning platform daily.
 - Teachers will provide detailed feedback daily on either maths or English work, in addition to comments on other pieces.
 - Feedback for set work will be completed within 48 hours of work set, preferably the same day, pending when submitted
 - › Keeping in touch with pupils who aren't in school and their parents –
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- Parents will receive direct contact via telephone from school once a week. Parents will be able to contact their child's class teacher directly through the learning platform as and when needed and the teacher will respond within an appropriate period via this system.
 - Any concerns teachers have regarding pupils/safeguarding will be reported to Headteacher/DSL following the schools procedure.
 - Teachers will monitor pupil work submission and raise concerns to parents via the online platform or telephone as necessary.
- Attending virtual meetings with staff, parents and pupils –
- Dress code – as school policy
 - Locations for virtual meetings should be thought through carefully (ie. Not bedrooms or areas with noisy backgrounds. Please also consider the background of the video).
- Helping staff and parents with any technical issues they're experiencing through IT support, if possible.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between their normal working hours (which may differ dependant on staff member or shift 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 to the Headteacher, 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
 - Allocated pupils by class teacher
 - Interventions as directed by class teacher
- Attending virtual meetings with staff, parents and pupils –
 - Dress code – as school policy
 - Locations for virtual meetings should be thought through carefully (ie. Not bedrooms or areas with noisy backgrounds. Please also consider the background of the video).

2.3 Headteacher/Safeguarding Leader

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school, by ensuring there is consistency with the quality and quantity of learning provided by the staff members.
- 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
- Appropriately responding to any safeguarding concerns raise through the school procedures.

2.4 IT staff

IT staff are responsible for:

- Fixing issues with school-based network systems
- Helping staff and parents with any technical issues they're experiencing
- Reviewing the school security of remote learning systems and flagging any data protection breaches to the data protection officer

2.5 Pupils and parents

Staff can expect pupils learning remotely to:

- › Be contactable during the school day and accessing the learning set for that 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 via the school learning platform

Staff can expect parents with children learning remotely to:

- › Make the school aware if their child is sick, using the usual reporting procedure or otherwise can't complete work
- › Seek help and guidance from the school if they need it
- › Be respectful when making any complaints or concerns known to staff

2.6 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:

Here are some suggested issues and the most likely points of contact, but adapt and add to this as needed:

- › Issues in setting work – talk to the relevant subject lead or SENCO
- › Issues with behaviour – talk to the Headteacher
- › Issues with IT – Discuss with Mrs Groome (IT Lead) or log the issue through the school's normal IT procedure
- › Issues with their own workload or wellbeing – talk to the Headteacher
- › Concerns about data protection – talk to the Headteacher who will raise with the DPO
- › Concerns about safeguarding – talk to the DSL

4. Data protection

4.1 Accessing personal data

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

- › Contact parents via school telephone, whilst in school
- › Access SIMs via a school computer

4.2 Processing personal data

Staff members may need to collect and/or share personal data (telephone numbers) 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

5. Safeguarding

The schools Safeguarding Policy is available on the school server and the school website. This policy has an addendum that supports needs of pupils and families during COVID19 Pandemic.

6. Monitoring arrangements

This policy will be reviewed towards the end of the academic year by the Head Teacher and Class teachers at the school. At every review, it will be approved by the Curriculum Committee at the next available meeting following the review.

7. Links with other policies

This policy is linked to our:

- › Positive Relationships and Behaviour policy
- › Safeguarding 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
- › Teaching and Learning Policy