Remote learning policy

Latest Version:	Nov 2020	Type of Policy:	School
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Contents

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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

Everyone has different roles and responsibilities as stated below.

2.1 Teachers

When providing remote learning, teachers must be available between 8.30 - 3.00.

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:

- Setting work

    Teachers should set work for the class they are responsible for. Where appropriate, this can be divided with a year group partner.

    Daily work should be set in English, Maths, Reading and at least 1 foundation subject. English lessons will be linked to Oak Academy and Maths to White Rose. Foundation subjects and science can be provided with links to Oak Academy or BBC Bitesize.

    o Work should be uploaded onto the Google Classroom by 4.30pm the day before it is due.

    o Assignments should be set on online learning platforms, including Lexia, Edshed, TT Rockstars and Purple Mash Age appropriate expectations should be set, regarding the amount of time each year group is expected to access these for on a weekly basis. .

    o Paper packs of work should be provided for children who cannot access remote learning. These should be as closely linked to the lessons on Google Classroom as is realistically possible.

    o Deadlines set for work to be completed should be respectful of the fact that every family's circumstances are different.

- Providing feedback on work

    o Pupils should upload completed work to Google Classroom, under each assignment. This could be done by scanning, attaching a picture or typing in the comments box.

    o Teachers should comment on pupil's work and where appropriate provide feedback that allows children to make edits and improvements to their work.

o   When work is returned within normal teaching hours, teachers should try to provide feedback within that day. When work is returned after teaching hours, the teacher should provide feedback the next working day,

o   Work completed on paper should be returned fortnightly by the children and marked by teachers after a 72 hour quarantine period.

● Keeping in touch with pupils who aren't in school and their parents

o   Teachers should send a weekly email via their year group email, highlighting expectations for the week ahead.

o   Emails from parents should be answered as soon as possible, within working hours. When emailing groups of parents, staff should use the bcc function to ensure there are no GDPR breaches.

o   Teachers should log any contact they have with parents, whether by email, phone call or Google Classroom. Parents of vulnerable children should be called weekly.

o   Where a child is not engaging with remote learning, teachers will make contact with parents to offer assistance.

● Attending virtual meetings with staff, parents and pupils:

o   Teachers should be available to attend meetings virtually within their working hours

o   This includes PDMs, meetings with colleagues and meetings about specific children.

If teachers will also be working in school, year group partners would take responsibility for uploading work and providing feedback.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between their contracted 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 are responsible for:

Supporting pupils who aren't in school with learning remotely by:

o   Supporting with weekly phone calls to parents to discuss what support might be needed with remote learning.

o   Support class teachers with home learning resource preparation where appropriate.

Attending virtual meetings where required.

● 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

- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent.

- Monitoring the remote work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set.

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

- The SENCO will have responsibility for monitoring remote learning for children with SEND across the school. This will include working with teachers to sure make all work set is appropriate and is endeavouring to challenge the particular needs of the SEND pupils, whether this applies to communication, cognition, social and emotional health or sensory and/physical needs.

● 2.4 Senior leaders

- Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school.

- Monitoring the effectiveness of remote learning through regular meetings (virtual if necessary) with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents.

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

2.5 Designated safeguarding lead

The DSL (or deputy) will do all they reasonably can to find out from parents and carers whether there have been any changes regarding welfare, health and wellbeing that they should be aware of before children return.

The DSL (and deputy) will be given time to support staff and children regarding new concerns (and referrals as appropriate) as children return to school.

Staff and volunteers will be alert to any new safeguarding concerns as they see pupils in person.

2.6 IT staff

IT staff are responsible for:

Supporting staff with IT issues that hinder children from learning.

- 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:

- Complete the work provided on the remote learning platform the day it is set. This may include some work completed outside normal school hours.

Where work isn't completed the day it is set, children should catch up with the work the following school day.

- Seek help if they need it, from teachers or teaching assistants
- 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
- Support their children with learning at home and ensure that they are completing all of the work set.

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 IT staff
- 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 DSL

4. Data protection

4.1 Accessing personal data

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

- Ensure that any personal data is not shared with anyone outside the organisation.
- Use SIMS where possible to make contact with parents and families. If using a personal phone to make calls, ensure that 141 is used to protect personal details.
- Immediately delete any children's contact details from personal mobile phones.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as phone numbers or 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

5. Safeguarding

Any safeguarding concerns raised should be reported directly to the Designated Safeguard Lead and recorded on MyConcern immediately.

6. Monitoring arrangements

This policy will be reviewed yearlyby James Livesly and Steven Garrard.. At every review, it will be approved by the Senior Leadership Team and 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