



St Luke's C.E. Primary School

Remote Learning Policy

Langport Avenue

Longsight

Manchester

M12 4NG

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1. Aims

This distance 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

- SLT (monitoring and overview)
- Designated Safeguarding Lead
- Assessment Lead (assessment and tracking)
- Phase leaders (monitoring)
- Class teachers and TA's (teaching and learning)

2.1 Teachers

When providing distance learning, teachers must be available between 9am – 3pm for teaching and 9am – 5pm for any further communications.

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. (Inform headteacher and phase leader asap).

When providing distance learning, teachers are responsible for:

Organisation

- Attendance is mandatory and a register must be taken (report absence to school).
- Timetable for week.
- Timetable for the day.
- Ensure all members of cohort teaching staff and phase leader are added as co-teachers to both classes.

Setting work

- Introductory video to start off each day.

- End of school day video e.g. class book, wellbeing, reflection etc
- Teach normal curriculum according to long term plans/half termly plans (including foundation subjects)
- Planning should be based on AfL (ongoing plans should reflect evaluation and assessment of pupil needs).
- Each cohort (classes in year groups) must work together to provide the highest quality curriculum in line with school policies.
- Tailor work and differentiate to meet the needs of all pupils including SEND pupils.
- SEND pupils with EHCP to be provided with additional support via one to one support worker (in contact with parents). All other pupils with additional needs (including EAL) to be provided for and supported through wave 1 teaching.
- The school will **not** use live streaming such as Zoom for safeguarding purposes.
- The school will use pre recorded videos of lessons in line with safeguarding expectations.

Staff cover

- If for any reason a staff member is not available to teach online, the partner class teacher will set work online (phase leader to support and monitor) for both classes and support the parallel class TA.
- In the event of all members of a staff team being unavailable, the phase leader will direct pupils to online learning platforms and workbooks (reduced curriculum).
- Ensure that any cover teacher is fully prepared on where work should be uploaded on the remote learning platform (Class Dojo and emails) and the back-up curriculum workbooks. Provide the cover teacher with support and instructions as needed.
- To liaise with the IT lead to ensure that pupils who have limited access are able to loan a school device (laptops).

Providing feedback.

- Pupils will upload completed work and where possible send in completed work.
- Teachers will mark uploaded work and pupil queries to provide feedback and ongoing assessment.
- Teachers will set clear deadlines for completion of tasks set and submission of work.

Keeping in touch

- During ongoing setting of homework and use of the distance learning platform, teachers will communicate with parents as and when needed in order to support pupils learning and attendance. Teachers will liaise and provide feedback to children online and during physical teaching time.
- When pupils who are not in school (self-isolating), teachers will keep in touch with parents via the learning platform and the school office to ensure work is being accessed and address any concerns or queries including distance learning attendance.
- When the bubble or the school is self-isolating or in lockdown measures, attendance on the learning platforms is mandatory and teachers will follow the attendance policy. In the first instance, liaising via the learning platforms, phone calls or emails to

access parents and pupils. Barriers to attendance will be reported to the school office where support and guidance for parents will be provided e.g. additional resources, attendance expectations.

- Teachers will take a daily attendance register which will be submitted to the school office to monitor attendance in line with our attendance policy.
- There will be a clear expectation that teachers will respond to pupils and parents during normal working hours (9am – 5pm).
- Any safeguarding concerns, follow the school's safeguarding procedures.
- Complaints or concerns shared by parents and pupils: teaching staff should follow the school procedures
 - Address the issues and concerns themselves as they would for onsite teaching.
 - If there are further concerns, refer to phase leader.
 - Where necessary, refer to the headteacher.

Behavioural issues

- Where children are not regularly attending, failing to complete work or making inappropriate responses, the schools behaviour policy will be followed:
 - Teachers will initially speak and resolve this with the child.
 - If problem is not resolved, parents will be contacted via email and phone.
 - If there are further issues, the headteacher will have telephone meetings with parents.

Attending virtual meetings

- The school for safeguarding purposes will not attend virtual meetings.
- Where possible and adhering to COVID-19 guidelines, meetings will be face to face. Where not possible, there will be telephone meetings.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9am – 3pm and depending on the working hours to be available until 9am – 5pm.

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:

- Providing support for the pupil groups they work with e.g. SEND, class and cohort, EAL.
- Liaising with the teacher and appropriate manager i.e. SENCO, EAL Manager to identify pupils who need additional support and how they are expected to meet the support.

Attending virtual meetings

- The school for safeguarding purposes will not attend virtual meetings.
- Where possible and adhering to COVID-19 guidelines, meetings will be face to face. Where not possible, there will be telephone meetings.

2.3 Phase leaders/SENCO/Assessment Coordinator/DSL

Alongside their teaching responsibilities, they 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, and deadlines are being set an appropriate distance away from each other
- 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

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across each phase (EYFS – phase 1, Y1-3 – phase 2, Y4-6 – phase 3).
- Monitoring the effectiveness of distance learning through;
 - Regular meetings with teachers and phase leaders,
 - Work scrutiny of the distance learning platform and workbooks.
 - Pupil and parent dialogue
- Monitoring the security of distance learning e.g. data protection and safeguarding. IT lead to monitor regularly.

2.5 Designated safeguarding lead

The DSL is responsible for:

Ensuring that the safeguarding policy is up-to-date and all school staff are regularly updated and trained on safeguarding procedures and policies and follow up promptly concerns and referrals

2.6 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

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day 9am – 3pm.

- Complete work to the deadline set by teachers.
- Alert teachers if they are 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.

2.8 Governing Body

The governing body 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 – follow schools behaviour procedure.
- Issues with IT – talk to IT staff (GN)
- Issues with their own workload or wellbeing – talk to phase leader, mental health first aider or the headteacher.
- Concerns about data protection – talk to the IT team (GN/AJ/TT)
- Concerns about safeguarding – talk to the DSL (JS)

4. Data protection

4.1 Accessing personal data

Personal data used on the distance learning platforms is the following – name, date of birth, photographs and emergency contact details which is received from the office and manually put on. Only the relevant staff can access the information for their own year group/cohort. Children and parents cannot access each other's data.

4.2 Processing personal data

Personal pupil data is only available via the school administration team and will only be provided to the authorised personnel.

4.3 Keeping devices secure

Devices that can be used for distance learning by staff are mobile phones, iPads and laptops.

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

Safeguarding policy and procedures have been updated inline with the pandemic and will be reviewed annually or as necessary.

6. Monitoring arrangements

This policy will be reviewed termly and as necessary.

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
- Curriculum policy
- Wellbeing policy