

Remote learning policy

Contents

1. Aims 3
2. Roles and responsibilities 3
3. Who to contact 6
4. Data protection 6
5. Safeguarding 7
6. Monitoring arrangements 7
7. Links with other policies 7

---

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

- Teachers

  To plan, set, assess, mark and respond to completed work by the children inside and outside school. Set work which follows the National Curriculum and the school's curriculum map for the year. Film short sessions of teaching which will support the children when completing the work remotely. Give feedback and support to the children on their work. Send support or videos to assist when the children are struggling. Speak to the children weekly about their work and ensure they know what they are doing. Talk to the parents and children of those not engaging to encourage engagement.

- Teaching Assistants

  Record story time to share on video daily, Support KW and V children in school, feedback to class teacher, print/ prepare any resources sent to you by the class teacher, maintain cleaning procedures in school and supervise children at playtimes

- Pupil family support

  Monitor work from most vulnerable children, weekly phone calls to the children, physical visits to those children not engaging and we can't get in contact with.

- SENCOs

  Weekly phone calls to the SEND pupils, monitoring work completed by the pupils

2.1 Teachers

When providing remote learning, teachers must be available between 9am – 4pm

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 – cover details like:

- They need to provide work for their year group
- They need to provide between 3 – 4 hours a day and include Reading, English, Maths, Spelling and Grammar, Physical activity, Wider Curriculum and Class Story
- When this work needs to be set by 9am each morning
- Work should be uploaded onto Purple Mash each morning for the children to access in and out of school

- Providing feedback on work – cover details like:
  - Children will save their completed work on TEAMS through notebook
  - Teachers will comment on the work via TEAMS and Purple Mash
  - Work will be sent back to the pupils if things are incorrect
  - Work will then be resent and remarked
- Keeping in touch with pupils who aren't in school and their parents – cover details like:
  - RAG rated class records for teachers to access.
  - Phone calls made home weekly or fortnightly according to RAG rating
  - Teachers will keep in contact with parents and children between the hours of 9am – 4pm
  - Complaints and concerns should be shared through CPOMs and safeguarding policies and procedures followed at all times
  - For those children not completing work, phone calls will be made by the teachers. After three phone calls, the Key Stage Lead will call. Finally a letter will be sent from the head teacher
- Attending virtual meetings with staff, parents and pupils – cover details like:
  - The dress code for school will be followed
  - School Teams account will be used for meetings
  - Staff will undertake the meetings within school where possible
  - All participants will be muted on entry to the Teams and only unmuted by the host

2.2 Teaching assistants

When delivering remote learning, teaching assistants must be available between 8:40am – 3:30pm

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:

- Printing out the work each morning
- Delivering the learning in accordance to the guidance from teacher
- Supporting children with work
- Ensuring pictures of the work are sent to the teacher to be marked
- Ensuring the cleaning of the classroom is upheld

2.3 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 weekly updates with staff, reviewing the work set on Seesaw each week, reviewing the records of work completed by children in each class and reaching out to staff and parents for feedback on the remote learning.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.4 Designated safeguarding lead

The DSL is responsible for:

The safety of all children and Safeguarding procedures will be followed in accordance to the policy and procedures

2.5 Pupils and parents

Staff can expect pupils learning remotely to:

Insert details, such as:

- Be contactable during the school 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

Staff can expect parents with children learning remotely to:

Insert details, such as:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it – if you know of any resources staff should point parents towards if they're struggling, include those here
- 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:

- Issues in setting work –Michelle Hume (Deputy Head)
- Issues with behaviour – Chris Bentley (Pupil family support)
- Issues with IT – Michelle Hume (Deputy Head)
- Issues with their own workload or wellbeing – Chris Bentley (Pupil family support)
- Concerns about data protection – Stephanie Vent (Business Manager)
- Concerns about safeguarding – talk to the DSL – Chris Bentley or Deputy DSL's Michele Hume, Stephanie Vent or Mrs Thistlethwaite

4. Data protection

4.1 Accessing personal data

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

- Access work and personal telephone numbers through the shared One Drive
- When phoning from a personal phone, staff will ensure to uses 141 before the number
- Staff laptops only

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses, telephone numbers etc. 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. Monitoring arrangements

This policy will be reviewed fortnghtly by Mrs Jane Thistlethwaite (Head teacher), Mrs Michelle Hume (Deputy head teacher) and Mrs Louise Craig (SENDCo) At every review, it will be approved by Mrs Pauline Lucarz (Chair of Governors)

7. Links with other policies

This policy is linked to our:

- Emotional resilience and Relationship Policy
- Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- Acceptable use policy
- Online safety policy
- Remote Learning Plan