Through wisdom, compassion and endurance, we endeavour to make the best decisions for our children

Remote learning policy

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

> SENCOs

2.1 Teachers

When providing remote learning, teachers must be available between 09.00 – 15.00

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 –

- For the children in their class. They may be asked to cover a colleague during periods of illness

- Compulsory: Daily maths facts, phonics/SPaG and a piece of writing, Optional: further optional tasks from non-core subjects

- This work must be set by at least 8.30 that day, if not before

- Work should be uploaded to the class blogs, and lessons delivered daily. These may be pre-recorded or live according to need

- For children of Key workers who attend school, they will attend the online sessions while in school.

> Providing feedback on work –

- Completed work will be emailed to the class teacher by parents

- Teachers will provide feedback via email, giving parents next steps for their child

- Feedback should be given as soon as is reasonable, and before the following week

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

- If a child doesn't attend online sessions, or fails to hand in work without reason, teachers must inform the DSL/Headteacher who will contact the child's parents

- Teachers shouldn't answer emails outside of working hours (after 5pm, on weekdays)

- Any complaints or concerns shared by parents and pupils must be reported to the Headteacher, who will follow them up– for any safeguarding concerns, refer teachers to the section below

❯ Attending virtual meetings with staff, parents and pupils –

     o   Dress code: work attire

     o   Locations: avoid areas with background noise, nothing inappropriate in the background

Staff will take turns to cover caring for Key worker's children in school. This will be co-ordinated to ensure teachers have adequate time to plan, prepare, deliver, mark and give feedback of work

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between their usual 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.

When assisting with remote learning, teaching assistants are responsible for:

❯ Supporting pupils who aren't in school with learning remotely –

     o   Continuing intervention or support to the children they usually support when in school

     o   Liaising with their parents to ensure they feel supported and can help their child while they are at home with them

❯ Attending virtual meetings with teachers, parents and pupils – cover details like:

     o   Dress code: work attire

     o   Locations: avoid areas with background noise, nothing inappropriate in the background

❯ Staff will take turns to cover caring for Key worker's children in school. This will be co-ordinated to ensure TAs can continue to support pupils remotely, who need extra support.

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, and deadlines are being set an appropriate distance away from each other

❯ Monitoring the remote work set by teachers in their subject 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 –

> Monitoring the effectiveness of remote learning through regular meetings 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 is responsible for:

Please see our Child protection and safeguarding: COVID-19 addendum on the safeguarding section of the school website

2.6 Pupils and parents

Staff can expect pupils learning remotely to:

> Be contactable during the school day – although consider they will not 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

Staff can expect parents with children learning remotely to:

> Ensure their child has a separate, quiet place where they can participate in remote learning, undisturbed

> 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

2.8 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 headteacher

> Issues with IT – talk to headteacher

> Issues with their own workload or wellbeing – talk to the headteacher or Well-Being Lead

> Concerns about data protection – talk to the headteacher

> Concerns about safeguarding – talk to the DSL

Include contact details where necessary.

4. Data protection

4.1 Accessing personal data

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

> Access and share the data through a secure storage such as Sync, or through password protected email

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. Staff will use ParentMail as the secure way of emailing parents.

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

Please see our Child protection and safeguarding: COVID-19 addendum on the safeguarding section of the school website

6. Monitoring arrangements

This policy will be reviewed termly to ensure it remains relevant.

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