Remote learning policy

Approved by:	*L W Snowden*	**Date:** September 2021
Last reviewed on:	Autumn 2021	
Next review due by:	Autumn 2022	

Contents

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

The staff responsible for remote learning are as follows:-

> Mrs Crutchley will set the learning for the children in nursery and reception.
> Miss Fitzgerald will set the learning for the children in Year 1 and Year 2. She also is the subject lead for Literacy, Art and Design, Geography & History.
> Mr Lee will set the learning for the children in Year 3 and Year 4. He is also the subject lead for Maths, Science, Computing and French.
> Mrs Kenny is the School SENCO and support the needs of children with special educational needs as a well as the needs of Looked After Children. She is the subject lead for PSHE, PE and RE.
> Mrs Goodwin is the subject lead for Music.

2.1 Teachers

When providing remote learning, teachers must be available between 8.30am and 4.30pm.

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 providing remote learning, teachers are responsible for:

Setting Work

> The learning will be set for children in their year groups. Staff may be asked to cover other year groups in the absence of other teachers.
> The learning will include a reading, writing and maths activity for the morning learning totalling no more than 2 hours. This will be set in age appropriate chunks of time. Creative activities from the wider curriculum will be set for the after-noon session, approximately for an hour. Daily physical activities will be encouraged at a time to suit the home learning. Links to online activities will be shared.
> The work will be provided by 9am each day. Requests by parents to receive the night before will be accommodated where this is possible.
> The work will be sent out in a daily email on the school system Eduspot.
> Teachers will meet virtually through Google Meet each to liaise to ensure consistency across the year group and subject areas. The learning will have a common theme/topic in order to support families with children in different year groups. Activities will be a mix of paper based and online to ensure all children can access even those with limited access to devices.

Providing Feedback

> –The children will provide their completed work through Google Classroom
> Teachers will share feedback with the children on their learning.
> Children will know the date of the deadline for their completed work through the Google Classroom.

<u>Keeping in Touch</u>

> Each teacher supported by their Teaching Assistant will make a weekly phone call to each child in their class. For teachers working in school, home working staff may cover this responsibility or additional time off timetable will be provided in the working day for this to be completed..

> No staff member is expected to answer emails outside of their normal working hours.

> Any concerns or complaints received from parents should be discussed with the Headteacher, Mrs Kenny.

> A text reminder will be sent to the parent of any child failing to complete the work.

<u>Attending Virtual Meetings</u>

> Each teacher will host a Google Meet through the Google Classroom to meet virtually each week with each year group.

> Usual staff dress code is expected during a virtual meeting.

> Staff will chose an appropriate location to host the virtual meeting in their home. This will be a space where there is no background noise and nothing inappropriate in the background.

> For teachers working in school, home working staff may cover this responsibility or additional time off timetable may be provided.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.30am and 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:

<u>Responsibilities:</u>

> Each teaching assistant will support class teachers to adapt appropriate tasks to support children with additional needs.

> Teaching Assistants may make appropriate resources for future use back in school.

> Teaching Assistants may also provide cover in school; for example Critical/Key worker school during Covid-19.

<u>Attending Virtual Meetings</u>

> Usual staff dress code is expected during a virtual meeting.

> Staff will chose an appropriate location to host the virtual meeting in their home. This will be a space where there is no background noise and nothing inappropriate in the background.

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 other teachers teaching their subject remotely to make sure all work set is appropriate and consistent

> Working with other subject leads and the Headteacher 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 Headteacher

Alongside any teaching responsibilities, the Headteacher is responsible for:

> Co-ordinating the remote learning approach across the school

> Monitoring the effectiveness of remote learning – through regular meetings with teachers/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:

> Carry out the role in accordance to Keeping Children Safe in Education 2021. Please see the Safeguarding Policy.

> An appendix to cover Covid-19 was added in March 2020.

2.6 IT Technician

The IT Technician (working ½ day per fortnight) is 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

2.7 Pupils and parents

Staff can expect pupils and families learning remotely to:

> Be contactable during the school day – although know that they may not always 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:

> 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 IT Technician or Headteacher

> Issues with their own workload or wellbeing – talk to their Headteacher

> Concerns about data protection – talk to the data protection officer or Headteacher

> 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:

> access data, through the Eduspot package or on the secure cloud service within Google

4.2 Processing personal data

Staff members should not need to collect and/or share personal data such as family contact details or email addresses as these are stored on the Eduspot package.

However, staff are reminded to collect and/or share as little personal data as possible online and should hide their Caller ID if making calls to families from personal mobile devices. .

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

An addendum to the Safeguarding Policy has been made for Covid-19 and available on the Staff Shared area in the Safeguarding File.

6. Monitoring arrangements

This policy will be reviewed annually by Andrea Kenny. At every review, it will be approved by the Full Governing Board.

7. Links with other policies

This policy is linked to our:

> Behaviour policy and Addendum to our Behaviour Policy
> Child protection/Safeguarding policy and coronavirus addendum to our child protection/safeguarding policy
> Data protection policy and privacy notices
> Home-school agreement
> ICT and internet acceptable use policy
> Online safety policy