



## Remote Learning Policy

### Rationale

The Covid 19 pandemic has already led to partial closure of schools and disruption to learning. It is possible that a full closure may happen again but a variety of scenarios exist when remote learning may be required eg:

- A teacher may need to work from home whilst self isolating whilst their class is still in school
- Individual children are absent from school due to isolation and are not ill
- The class and teacher are absent from school due to isolation
- The whole school is closed

Remote learning does not simply mean online learning; it can include work set and delivered to a child's home for completion or a teacher providing work and planning from their home for completion by their class under the supervision of a HLTA or cover supervisor for example. (The school office will arrange delivery of work where necessary – it is not the responsibility of the class teacher)

### 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

#### 2.1 Teachers

When providing remote learning, teachers must be available between 8.55am and 3.20pm; sufficient time to plan and provide feedback will be taken during this time.

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 children in the class they teach
- The maths and English journey should carry on as far as possible each day
- All subjects should be covered
- Work should be set and a timetable of any zoom/live streamed lessons shared with parents by 5pm the previous day. (This allows time for parents to organise the next day for their child.
- Live streamed lessons should be recorded and uploaded to Google Classrooms to allow continued access
- Work should be uploaded to Google classrooms
- Set work from the CGP catch up bundles; for those children who cannot access Google classrooms, instructions on what is to be covered should be sent home via post/email/hand delivered.
- A project over the course of a 14 day isolation (or longer) should be set so children can work independently away from any screen.
- Co-ordinate with other teachers, including those teaching in school, to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work – this may mean paper copies sent home via the school office

### **Providing feedback on work**

- This should be done through Google Classrooms either by marking/commenting on uploaded work or by the messaging system
- Arrangements to collect work completed on paper should be made – this should be marked or commented on or used to assess the next steps required.

### **Keeping in touch with pupils who are not in school and their parents**

- Teachers should try to make contact with pupils and/or their parents 2 to 3 times a week using Google Classrooms or, when needed, telephone contact
- Teachers are not expected to answer emails from children or parents outside of their working hours and should endeavour not to do so to gain consistency of approach between members of staff.
- Any complaints or concerns, including safeguarding concerns, shared by parents and pupils should be passed on to the DHT or HT
- Teachers should speak with parents in the first instance if work is not completed; the FLM, HT or DHT should be informed if the situation does not improve

### **Attending virtual meetings with staff, parents and pupils**

- The school dress code should be followed
- Quiet, appropriate locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

If teachers are working in school and are providing remote learning to absent children, they can stream or record lessons in school to pupils learning remotely and add learning resources to Google Classrooms. If a zoom lesson or other direct contact is required, teachers should organise

appropriate cover with the TA or ask the DHT or HT to arrange suitable cover to allow this to happen.

## **2.2 HLTAs**

HLTAs should provide music and IT learning for any individual child/ whole class/bubble that is isolating. Directing children to Charanga, Purple Mash or Oak Academy should be seen as the minimum of what to set. These tasks can be set weekly.

## **2.3 Teaching assistants**

When assisting with remote learning, teaching assistants must be available during their normal working hours.

If they are 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 identified pupils who aren't in school with

- learning remotely
- preparing remote learning packages to be delivered to the home

Supervising learning whilst the teacher teaches remotely

Attending virtual meetings with teachers, parents and pupils

- The school dress code should be followed
- Quiet, appropriate locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

## **2.4 Subject Leaders including SENCO**

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 – 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

## **2.5 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 such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Review the effectiveness/survey parents' views of remote learning
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## **2.6 Designated safeguarding lead**

The DSL is responsible for all safeguarding concerns which will also include lack of engagement with remote learning.

## **2.7 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

## **2.8 Pupils and parents**

Members of staff can expect pupils learning remotely to:

- 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

Members of staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise cannot complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

## **2.9 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 – Rebecca Mountain English lead, Rayfa Ali Maths Lead, Paul Douglass SENCO

- Issues with behaviour or lack of engagement – Louise Dale HT or Bernadette Morris FLM
- Issues with IT – Adrian Thompson; Harry Burns – Datacable
- Issues with their own workload or wellbeing – Louise Dale HT or Paul Douglass
- Concerns about data protection – Sarah Lester SBM
- Concerns about safeguarding – Louise Dale DSL, Paul Douglass or Bernadette Morris Deputy DSL

## **4. Data protection**

### **4.1 Accessing personal data**

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

- Contact parents/children through Google Classrooms; if required, telephone contacts and home addresses can be found on SIMs. This data must be kept secure.
- Should use the laptop and other devices provided by the school. Personal devices should not be used.

### **4.2 Processing personal data**

Staff members may need to collect and/or share personal data such as addresses, telephone numbers and 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

Datacable will ensure that antivirus and anti-spyware software is installed and that operating systems are kept up to date.

## **5. Safeguarding**

All policies and procedures with regarding safeguarding and child protection must be followed when providing remote education.

## **6. Monitoring arrangements**

This policy will be reviewed half termly initially until Summer 2021 by the head teacher. At every review, it will be approved remotely by the Quality of Education Committee.

## **7. Links with other policies**

This policy is linked to our:

Curriculum Policy

Teaching and Learning Policy

Behaviour Policy

Safeguarding 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

Date policy written: October 2020

Date approved by the :

Date to be reviewed:

Signed by chair

