

# Remote learning policy

Hugh Joicey C of E First School, Ford



*We will grow well, flourish, and live life in all its fullness.*

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| <b>Approved by:</b> | Jacqueline Dalrymple | <b>Date:</b> 30 <sup>th</sup> September 2020 |
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### 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 8.30am and 3.00pm

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 their own class, and for those children they teach for interventions e.g KS2 children taught KS1 English and Maths
  - English, Maths and one Foundation lesson each day plus daily suggestions for PE, weekly outdoor learning opportunities, Music, Art and RE, as well as links to reading and online videos. This should be provided in a brief weekly overview at the beginning of the week with more detail added each day day.
  - This work needs to be set to be accessible by 8.30am by children.
  - Work should be uploaded to the Seesaw app.
  - Liaise with other staff members with whom you share children
- Providing feedback on work -
  - Access pupils' work when it is uploaded to Seesaw.
  - Teachers are expected to share feedback on individual children's work with constructive comments to maintain engagement and to provide next steps to improve or develop.
  - Finish sharing feedback by the following morning so children have their feedback in preparation for the next lesson. If for a Topic lesson, feedback should be provided at least prior to the next lesson (possibly the following week).
- Keeping in touch with pupils who aren't in school and their parents – :

- Regular contact is maintained through Seesaw, sometimes a personal email may be more effective. If not engaging a phone call to troubleshoot any issues would be most beneficial. If you are concerned about lack of engagement Mrs Dalrymple will make phone calls to parents as well as to the most vulnerable learners weekly, and other families fortnightly.
- Teachers are not expected to respond to queries outside of your working hours.
- Any complaints or concerns shared by parents and pupils – for any safeguarding concerns, refer to the Safeguarding Lead –J Dalrymple or A Carr.
- Failure to complete work persistently should be followed up with a phone call from Mrs Dalrymple.
- Attending virtual meetings with staff, parents and pupils –:
  - Dress code – as work wear.
  - Locations – quiet, depersonalised
  - If teachers are working in school, a rota will be in place to enable staff additional PPA time to set and respond to remote learning.

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9.00am and 3.00pm on their usual working days.

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 – cover details like:
  - E.g Those who you would normally support in class or interventions.
  - You should provide support by being available to respond to email and Seesaw queries, upload your own challenges to those children separately from work set for the whole class e.g particular phonics, Thrive or Forest activities.
- Attending virtual meetings with teachers, parents and pupils –:
  - Dress code – as work wear.
  - Locations – quiet and depersonalised

If teaching assistants will also be working in school, they will be covered to provide online support through a rota system (e.g covered playtimes)

## 2.3 Key Stage leads and SENCO

- Some aspects of the subject curriculum may need to change to accommodate remote learning, however, we aim to cover the same medium term planning for each half term to ensure coverage and a broad and balanced curriculum. Lessons will be planned to ensure resources are easily available in a normal home environment.
- Work together with teachers to make sure all work set remotely is appropriate and consistent
- Monitor 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 and 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 meetings with teachers 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:

The Child Protection and Safeguarding Policy duties.

## 2.6 IT staff (County and Teachers)

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 – although consider 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 Mrs Dalrymple
- Issues with IT – talk to IT staff – Michael Lamb
- Issues with their own workload or wellbeing – talk to Mrs Dalrymple

- Concerns about data protection – talk to the data protection officer (Susan Mitchell)
- Concerns about safeguarding – talk to the DSL Jacq Dalrymple 07954 171 631

Anna Carr, One Call – 01670 536 400

## 4. Data protection

### 4.1 Accessing personal data

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

- access the data only available on Seesaw
- Use school encrypted devices to access school data.

### 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.

However, staff are reminded to collect and/or share as little personal data as possible online.

### 4.3 Keeping devices secure

These tips are based on our article on the [GDPR and remote learning](#).

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

The Child Protection and Safeguarding Policy duties – see contact details above.

## 6. Monitoring arrangements

This policy will be reviewed termly during the Coronavirus pandemic by J Dalrymple. At every review, it will be approved by The Chair of Governors

## 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