Remote Learning Policy

Approved by:		Date:
Last reviewed on:		
Next review due by:		

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 9am and 3pm Monday - Friday. 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 in the usual way on the designated absence number.

When providing remote learning, teachers are responsible for:

> Setting work

Key Stage 2

- o   The creation of weekly plans for their year group. This must follow the planned schemes and must include core and non-core lessons

- o   Teachers should coordinate to deliver lessons to the whole year group using Microsoft Teams. Children have their microphones on mute and cameras off until the end when they can all turn them on so that they can see each other and ask questions about the lesson

- o   Timetables will be created with SLT line managers and weekly plans. Plans will be forwarded to the Marketing Manager for publication on the website

- o   Worksheets/PowerPoints etc. could be loaded on to Teams for children to complete and submit. Work packs may be used in addition or instead, especially where any child is unable to access online work or lessons for any reason

- o   Teachers should also plan for smaller group work/interventions to be led by Teachers and/or support staff where appropriate

Key Stage 1

- o   The creation of weekly plans for their year group. This must follow the planned schemes and must include core and non-core subjects

- o   Teachers should carry out short video calls to groups of approx. 3 pupils according to the timetable to undertake short activities. They may choose to team teach. Parents ideally should remain with the child during the call.

- o   Timetables will be created with SLT line managers and weekly plans. Plans will be forwarded to the Marketing Manager for publication on the website

- o   Worksheets/PowerPoints etc. should be loaded on to Teams for children to complete and submit. Work packs may be used in addition or instead, especially where any child is unable to access online work or lessons for any reason

    EYFS

- o   Teachers should plan a weekly timetable of home learning activities and post resources/links to parents

- o   Teachers should carry out short video calls (1:3) throughout the day and engage children in short activities (e.g. story, phonics, counting etc.) Parents should remain with the child during the call

> Providing feedback on work

- o Pupils should upload completed work on to Teams or Purple Mash to be reviewed by staff
- o Pupils may also email completed work to teachers using the dedicated year group email address and teachers may email feedback if required
- o Teachers should respond to emails from parents within 48 hours

> Keeping in touch with pupils and parents

- o Parents may contact teachers using the dedicated year group email address. <u>Emails will only be checked and responded to between 9am and 3pm</u>. Teachers will respond within 48 hours.
- o Teachers should contact their SLT line manager for advice if an issue or concern is more serious. Any safeguarding concerns must be forwarded to the DSL immediately
- o Teachers are to attempt to make contact with all pupils in their class every 2 weeks via telephone call either from school or from a withheld number. Any safeguarding concerns must be forwarded to the DSL immediately. The school may provide phones for staff to use, especially where staff have no choice but to work from home

> Attending virtual meetings

- o Weekly year team, line management and staff development meetings will be held via Teams. Teachers should blur the background if they are at home and dress appropriately for a professional meeting.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9am and 3pm, Monday to Friday. During this time they are expected to check emails, attend school if required and lead small group interventions via Teams or make calls to parents and children if directed by the Year Group Leader.

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they

2.3 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- o Co-ordinating the remote learning for their year teams
- o Monitoring the effectiveness of remote learning – e.g. through regular meetings with teachers and Year Group Leaders, reviewing work set and monitoring feedback from pupils and parents
- o Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.4 Designated safeguarding lead

The DSL is responsible for:

- o Maintaining contact with identified families and external agencies
- o Responding to any concerns
- o Record keeping

SEE COVID-19 ADDENDUM TO CHILD PROTECTION POLICY

2.5 Pupils and parents

Staff can expect pupils learning remotely to:

- o be available to attend Teams meetings between 9am and 3pm
- o complete work and upload it on to Teams/email it to teachers for marking and feedback
- o ask for help if they need it via teams or email

Staff can expect parents with children learning remotely to:

> Make the year team aware if their child is sick or otherwise can't complete work

> Seek help from the school if they need it via the school or year group email address

> Be respectful when making any complaints or concerns known to staff

2.6 Trust/LGB

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 YL or SLT

> Issues with IT – email Site Supervisor in first instance

> Issues with their own workload or wellbeing – talk to their line manager in the first instance

> Concerns about data protection – talk to the HoS

> 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:

> For parent contact details, all staff have remote access to their school desktop and access to SIMs. Do not allow access to the site by any third party

> School desktops or laptops are the preferred devices to be used when accessing any personal information on pupils

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collections of personal data applies to our functions as a school and does not require explicit permissions. 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 the following for updates concerning safeguarding in relation to home learning:

COVID19 Addendum to Safeguarding and Child Protection Policy

6. Monitoring arrangements

This policy will be reviewed as and when updates are provided by the DfE. At every review, it will be approved by the Trust/LGB.

7. Links with other policies

This policy is linked to our:

> Behaviour policy
> Child protection policy and Covid19 addendum to our child protection policy
> Data protection policy and privacy notices
> ICT and internet acceptable use policy