



# Remote Learning Policy

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## 1 Aims

1.1 This remote learning policy for staff aims to:

- Ensure consistency in the school's approach to remote learning;
- Set out expectations for all members of the school community with regards to remote learning;
- Provide appropriate guidelines for data protection.

## 2. Roles & Responsibilities

### 2.1 Teachers

Teachers must be available between 9.00am and 3.00pm. 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. Staff are to contact the Head Teacher (or Deputy Headteacher if the HT is not available) to report an absence by 7.30am on the day they are not to be in work. This is via a **phone call**.

2.2 Teachers are responsible for:

- Setting work:
  - Creating a weekly timetable of work for their year. This includes Maths, English, Science and Foundation subjects.
  - Setting an appropriate amount of work for each year group per day per subject.
  - Pupils with limited access to devices to be able to collect work packs from the school to complete (this is to be agreed between the HT and parent)
- Providing feedback on work:
  - Pupils can keep all their completed work.
  - Answers may be available to mark work.
  - Parents / Pupils can send copies of work via Class DoJo
- Keeping in touch with pupils and parents:
  - Regular posts to be placed on the school Class Dojo system.
  - Regular letters to be sent to parents/guardians via Class Dojo and website.
  - Any emails from parents may be sent via the school admin email address or class dojo messaging system and staff to respond if needed within 48 hours.
  - Weekly phone calls to be made to pupils via teachers. All contact to be recorded.
  - Any concerns or safeguarding concerns to be reported to safeguarding leads (EJ, AK, JP).
- Attending virtual meetings with staff, parents and pupils:
  - School dress code to be followed
  - Any video lessons or Teams calls/videos to be made in classrooms or with a plain background in a home.

## 2.3 Teaching Assistants

Teaching assistants must be available between 9am – 3.00pm. 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. Staff are to contact the Head Teacher (or Deputy Headteacher if the HT is not available) to report an absence by 7.30am on the day they are not to be in work. This is via a **phone call**.

## 2.4 Teaching assistants are responsible for:

- Supporting pupils with learning remotely:
  - When requested by the SENDCo
  - When requested by class teachers
- Attending virtual meetings with teachers, parents or pupils (if needed):
  - School dress code to be followed
  - Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

## 2.5 Subject Leads

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum needs to change to accommodate remote learning
- Working with teachers teaching their subject to make sure work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set across subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Alerting teachers to resources they can use to teach their subject
- Review current subject in the light of home learning during the summer term. Evaluate what changes will need to be made ready for evaluating and creating a subject action plan.

## 2.6 Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the school – SLT
- Monitoring the effectiveness of remote learning – through regular meetings with teachers, subject leaders or SLT, reviewing work set or reaching out for feedback from pupils and parents (if necessary)
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## 2.7 Designated Safeguard Leads

The DSLs are responsible for:

Maintaining contact, collating, passing on information, attending virtual meetings and responding to any concerns (including making house visits).

See the [COVID-19 appendix to the Child Protection Policy](#)

## **2.8 ICT Staff**

IT staff (internal and external) are responsible for:

- Creating emails and email groups via Microsoft Teams
- 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 systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices

## **2.9 Pupils and Parents**

Staff can expect pupils to:

- Be contactable during the hours of the school day 9am – 3.00pm – although consider they may not always be in front of a device the entire time
- Complete work set on a regular basis aiming for tasks completed daily (Monday – Friday)
- 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 to:

- Seek help from the school if they need it – staff should refer parents to the school website and Dojo for learning links and support.
- Be respectful when making any complaints or concerns known to staff

## **2.10 Governing Body**

The Governing Body 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 systems are appropriately secure, for both data protection and safeguarding reasons

### **3. Who to Contact**

If staff have any questions or concerns, they should contact the following individuals:

- Issues in setting work – talk to the relevant subject lead, SLT or SENDCo
- Issues with behaviour – talk to the SLT or SENDCo
- Issues with IT – talk to IT staff or contact Mint via SBM
- Issues with their own workload or wellbeing – talk to their line manager or SLT
- Concerns about data protection – talk to the data protection officer via SBM
- Concerns about safeguarding – talk to the DSL

All staff can be contacted via the school email address.

### **4. Data Protection**

When accessing personal data:

- Teachers are able to access parent contact details via Integris using a secure password. Do not share any details with third parties and ensure Integris is logged off.
- School laptops are the school's preferred devices to be used when accessing any personal information on pupils.
- Staff are to make regular contact with parents using mobile phones, or the school landlines. Staff must use a private number setting if using their own phones or 141 in front of numbers to use an unknown caller ID.

#### **4.1 Sharing Personal Data**

Staff members may need to collect and/or share personal data as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions. Staff to try and use school numbers and the school 'info' email address where necessary.

While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

#### **4.2 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
- 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.

[COVID-19 appendix to the Children Protection Policy. This also details reference to remote learning curriculum and risks online.](#)

## **6. Monitoring Arrangements**

This policy will be reviewed as and when updates to home learning are provided by the government.

## **7. Links with other Policies**

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus appendix to our child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy