Remote learning policy

Greatstone Primary School

Last reviewed on:	Oct 2020
Next review due by:	Jan 2021

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 Headteacher and Assistant Head teachers are the overriding leads (Remote Learning Leads RLL) in ensuring that the remote learning policy is fully implemented in a timely fashion. Alongside this they will take responsibility for the welfare and safety of pupils through their DSL role. The SENCO will also oversee the needs of SEND children are being met.

2.1 Teachers

When providing remote learning, teachers must be available between 8.30-5.00

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. Ensuring that a member of SLT is informed as soon as possible.

When providing remote learning, teachers are responsible for:

:

> Setting work

> Through class dojo teachers will set work and communicate with children/ parents as necessary

Work will always be set for the class by 9am

- o Work should always be sent via class dojo on the dojo page so it can be seen by all
- o Work will not be set on the 'direct message' part of the site. Any individual work must be set in the portfolio section.
- o Teachers from the same year groups will ensure work is in line with partner classes.
- o Teachers will keep work consistent so as not to overwhelm parents

  When providing remote learning, teachers are expected to:

- Ensure that all Online Safety, Child Protection and Staff Handbook Policies are followed throughout all interactions with pupils and record any concerns immediately using CPOMS.

- Remain vigilant to the safety and welfare of pupils who are not in school and who are part of remote learning and inform DSL of any concerns in line with normal procedures.

- Set work in line with the requirements outlined in Appendix A focussing on: Providing pupils with an outline of the day setting 3 activities – with tasks focused on: English (reading, phonics, writing) and Maths followed by an additional non-core subject activity task. Utilise pre-existing resources such as – Accelerated reader, Mathletics, White Rose Maths, Oak Academy and provide a mixture of online and offline activities recognizing that not all children will have access to online facilities.

- Co-ordinate with other teachers, including those teaching in school if applicable, to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work.

- Provide feedback on work – that they receive – all work should be put onto the portfolio for feedback between the hours set each day. Feedback will vary depending on the circumstances in which Remote Learning is occurring and the task set.

- Work sent to the teacher outside of this window will not have feedback.

- Keep in touch with pupils who aren't in school and their parents – See Appendix A - Contact should be made through Class dojo and email – with agreement with the Remote Learning Leads – telephone can be used. - Contact and response should only be made within working hours – staff should not be answering emails outside of working hours 8:30-4:30pm – Monday – Friday.

- Behaviour issues where children refuse to complete work are to be passed to the RLL

> Attending virtual meetings with staff, parents and pupils – cover details like:

- o Dress code

o Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

If teachers will also be working in school, teachers at home who teach the same year group will set the above during this time, work undertaken in school will mirror that sent home to enable consistency.

2.2 Teaching assistants

- When assisting with remote learning, teaching assistants must be available between 9am – 3pm.
- 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: setting work on Class Dojo
- Observing how pupils present and which pupils are absent.
- -Attending virtual meetings with teachers, parents and pupils in line with the requirements above.
- -If teaching assistants are working in school they will be expected to assist in the production of hard copies and resources for remote learning and/or supporting other classes or in an administrative capacity, or any other reasonable redeployment.

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 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 – Analysing planning which should be saved on the Shared Area. Alerting teachers to resources they can use to teach their subject remotely.

2.4 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:
- Regular feedback meetings with parents/pupils and regular staff meetings with teachers and subject leaders. Analysis of planning and inputs that are given to pupils on Class Dojo.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

2.5 Designated safeguarding lead

The DSL is responsible for:

The DSL is responsible for all elements outlined in the Child Protection/Safeguarding Policy to ensure that the welfare of all pupils is paramount at all times. This will include:

- Ensuring staff are up to date with any relevant updates/training.
- Ensuring staff are utilising CPOMS and responding to concerns regarding children's safety and welfare.
- Following up and analysing attendance of pupils
- Investigating non attendance at meetings.
- Ensuring staff are able to make contact with parents/pupils in a safe fashion.
- Ensuing staff follow the Online Safety Policy.
- Liaising with external support providers – Social Services and Early Help -Meeting virtually with Deputy DSLs to discuss concerns and cases open to external services.

2.6 IT staff

IT staff are responsible for:

Insert details, such as:

- 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 via parents during the school day in case of emergencies

- 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. Support their child with their learning. Send children's work to their child's classteacher within the time slot that has been given. Contact staff within working hours 8:30am – 4:30pm.

2.8 Governing board

The governing board is responsible for:

Insert details, such as:

- 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:

Here are some suggested issues and the most likely points of contact, but adapt and add to this as needed:

- Issues in setting work – talk to the relevant subject lead or SENCO
- Issues with behaviour – talk to a member if SLT
- Issues with IT – talk to IT staff
- Issues with their own workload or wellbeing – a member of SLT
- Concerns about data protection – talk to the data protection officer sps-dpo-services@isystemsintegration.com
- Concerns about safeguarding – talk to the DSLor deputy DSL

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4. Data protection

4.1 Accessing personal data

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

Explain:

- Shared files to be stored on the One drive.
- Staff should use their school ipad or laptop where possible

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

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

Staff should adhere to the full requirements of the Safeguarding, Online, Class dojo, Staff Conduct Policies.

Staff should remain vigilant during periods of remote learning in the following ways

parents and pupils.

> SENCO/SLT will carry out additional check ins with vulnerable children and families.

> Children's/ parent engagement to dojo will be monitored and any not engaging will be called by SENCO/SLT

6. Monitoring arrangements

This policy will be reviewed termly by SLT

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
> Dojo policy
> ICT and internet acceptable use policy
> Online safety policy