Remote Learning Policy

Approved by:	Governing Body	**Date:** 21.9.2020
Next review due by:	September 2021	

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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 during usual working days and hours.

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.

Staff should telephone the Headteacher or Deputy as soon as possible. In the event of not being able to contact the Headteacher or Deputy, staff should inform the School Office as soon as possible. Staff are reminded that a direct conversation must take place as sending a text message is not a reliable form of communication. The school must to be updated on a daily basis about continuing absence.

When providing remote learning, teachers are responsible for:

- Setting work:
  - Class teachers will provide 4 differentiated activities per day for the pupils in their class plus reading.
  - Activities should include one English based; one maths and 2 other curriculum subjects.
  - Instructions should contain enough detail for the pupil to be relatively independent (age dependent) and should not solely rely on the availability of a computer or device as it is acknowledged that this may not be available or is being used by other siblings or parents working from home.

- o Work will be uploaded to Class Dojo each day or emailed to parents. In the event of printed copies needed, work must be emailed to the office for printing at least 48 hours in advance (excluding the weekends).
- o The Headteacher and Deputy will monitor the activities set to ensure consistency of approach and try and ensure that pupils will limited access to computers/devices can still complete the work.

- Providing feedback on work:
  - o Pupils are expected to send completed work to teachers. This can be via Class Dojo or class email. All completed work will be acknowledged and all children will receive feedback on selected pieces of work during the week.
  - o Teachers may respond or provide feedback on work via Class Dojo or email.
  - o Teachers should respond to any messages on Class Dojo or email from parents/children within 48 hours.
  - o Teachers should never use a personal device that shares their personal contact details eg private email address or phone number.
  - o Completed work may be shared on the class dojo page.

- Attending virtual meetings with staff, parents and pupils:
  - o Staff will not take part in any live online lessons with pupils; any virtual lesson will be pre-recorded.
  - o Staff must only take part in virtual and online meetings with parents which have been authorised by the Headteacher and is as detailed within the Child Protection Policy and remains compliant with the staff Code of Conduct.
  - o Staff dress code must remain compliant with the staff Code of Conduct
  - o Staff must ensure that they avoid areas with background noise or inappropriate backgrounds when identifying a location for a virtual meeting or recording a lesson.
  - o Staff must avoid holding meetings with parents if they may be overhead by anyone who is not authorised; this extends to staff's family members including children if staff are working at home.
  - o If filming lessons to post online at home, staff must avoid films that contain their own children in them.

- Reporting Concerns to the Headteacher/DSL
  - o Staff will monitor communication with parents and children and will report any concerns to the Headteacher or DSL including if work is not being completed or communication is difficult or inconsistent.

2.2 Teaching assistants

When assisting with remote learning, Learning Support Assistants must be available during their usual working days and hours.

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 as detailed on page 3.

Learning Supports Assistants may be required to:

- Work in school for specific task as required by the Headteacher
- Undertake specific remote and /or online CPD training
- Attend virtual meetings with colleagues

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
- Monitoring the remote work set by teachers in their subject by reviewing work set

2.4 Headteacher & Deputy Headteacher

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 meetings with teachers and subject leaders, reviewing work set and 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:

Maintaining contact, collating, passing on information and responding to any concerns. See the COVID-19 amendments to the Child Protection Policy

2.6 IT technician

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff 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

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Complete work to the deadline set by teachers

Staff can expect parents with children learning remotely to:

- Ensure their child completes work set by teachers
- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it

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 the Headteacher or Deputy Head
- Issues with IT – email IT technician with details at support@ictic.net
- Issues with their own workload or wellbeing – talk to the Headteacher or line manager
- Concerns about data protection – talk to the Headteacher who will liaise with the data protection officer
- Concerns about safeguarding – talk to the Headteacher/DSL

4. Data protection

4.1 Accessing personal data

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

- Only use their official school email account or Class Dojo and never use personal messaging systems
- Only use the school network or laptops and ipads provided by the school to work with any personal data.

4.2 Processing personal data

Teachers are unlikely to need to collect and/or share personal data.

However, if it does become necessary, 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

The School's Child Protection Policy has been updated and reflects the current situation.

6. Monitoring arrangements

This policy will be reviewed as necessary by the Headteacher. At every review, it will be approved by the Whole School Development Committee.

7. Links with other policies

This policy is linked to our:

- Positive Behaviour for Learning 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