



Chadsmead Primary Academy

Remote Learning Policy

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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 are available between 9:00am and 3.30pm via e-mail.

When providing remote learning, teachers are responsible for:

- › Setting work:
 - The children they normally would teach including classes/year groups/mixed year groups
 - Reading, writing and maths lessons daily and some afternoon lessons eg science, theme etc
 - Work needs to be set 2 weeks in advance (although it goes to the website weekly). All plans should be completed by 4.00pm the Friday before the following Monday
 - Work should be uploaded onto the staff U-drive, so that a member of the office staff can transfer it to the school website first thing Monday morning in readiness for the coming week
 - Work should be co-ordinated within each phase so that all pieces are complete and easily accessed by all relevant staff
- › Providing feedback on work
 - Parents and pupils will be informed on the week's overview sheet which pieces of work must be sent into school. This can be a photograph of work or a hard copy if there is no access to suitable digital equipment. This work must be sent to school by Friday 3.00pm of that week.
 - Staff must feedback the work which is needed to be sent in, by identifying possible next steps as good practice, and identifying also positively identifying strengths. A feedback information sheet has been provided to parents.
 - Feedback on Friday's work must be complete and returned to the child/family by the following Wednesday 5pm. Online feedback can be shared by e-mail using the lockdown class e-mail address. Any work returned to school as a hard copy will be marked and feedback sent via MyEd. The work will be returned to the family so they can stick the work into their home learning book (if they feel able to do this)

➤ Keeping in touch with pupils who aren't in school and their parents:

- All children/families must receive at least weekly contact with school. Teachers will conduct daily TEAMS 'check-ins' with the class. They will also teach an increasing number of either live or recorded lessons to those children not in school. Children who are unable to be contacted by TEAMS for 3 consecutive times will receive a phone call from the teacher.
- Children and parents may e-mail teachers on the class lockdown e-mail address regarding work/problems with learning etc. Teachers should be available to reply to these between 8.00am and 3:30pm.
- For any complaints/concerns teachers should consult with their phase leader first or the headteacher if it is more serious. Safeguarding concerns will follow the normal safeguarding policy
- Failure to complete tasks will be noted as will completed work sent in to school. Incomplete work will prompt a phone call home from the teacher.

➤ Attending virtual meetings with staff, parents and pupils:

- Dress code – all teachers, parents and children should be dressed in appropriate clothes (not nightwear, underwear etc.)
- Parents will be asked for children to attend TEAMS meetings in a 'neutral' room with an appropriate background which may be viewed by others (not a bedroom)
- Teachers who are not teaching in class will be expected to teach the remote live or recorded lessons for colleagues if possible
- All teachers must make a daily TEAMS catch up with all of their class members who are not in school
- Staff, parents and children have been provided with a Digital Platform Etiquette. This is also clear on the school website in the remote learning section.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during their normal working hours.

Responsibilities include:

➤ Supporting pupils who aren't in school with learning remotely by doing the following:

- Printing off learning packs for children who have requested them
- Labelling work clearly and corresponding with office staff
- Providing technology support
- Making phone calls/e-mails to support learners and parents at home

➤ Attending virtual meetings with teachers, parents and pupils when required – for example when they are covering for a teacher. Teaching assistants must follow the same dress code and locations as for teachers if they are attending virtual meetings from home.

2.3 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning across the school especially in their phase and ensuring regular remote learning deadlines are met and appropriate work is assigned in time to be published online for parents
- Monitoring the effectiveness of remote learning – through regular meetings with other senior leaders and the head teacher and reviewing work sent back to school
- Responding to feedback from parents and pupils on the remote learning offer and reviewing this where necessary

- › Ensuring the security of remote learning system in their phase, including data protection and safeguarding considerations

2.4 Designated safeguarding lead

The DSL is responsible for making sure all staff are aware of changes made to the school Child Protection and Safeguarding policy especially with reference to remote learning with immediate effect.

2.5 IT staff (Concero)

IT staff are responsible for:

- › Fixing issues with systems used to set and collect work
- › Helping staff and indirectly 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 staff with accessing the internet or other devices

2.6 Pupils and parents

Staff can expect pupils learning remotely to:

- › Be contactable during the school day 9.00am – 3.30pm – although consider they may not always be in front of a device the entire time
- › Complete work to the deadline set by school – usually a week's work would be completed by 3.00pm on the Friday
- › Seek help if they need it, from teachers or teaching assistants using the MyEd app or the lockdown e-mail bubble
- › 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
- › Be polite when making any complaints or concerns known to staff
- › Assist their child(ren) when needed to access a remote learning live meeting or live/recorded lesson

3. Who to contact

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

- › Issues in setting work in a subject or for SEND children – SENDCO – Mrs Cadman
- › Issues with behaviour such as refusal to work – Class Teacher
- › Issues with IT – talk to IT staff: CONCERO 0333 111 0004 or school staff
- › Issues with their own workload or wellbeing – talk to their line manager
- › Concerns about data protection – talk to the data protection officer – Mrs Clark
- › Concerns about safeguarding – talk to the DSL as per The School Safeguarding policy – Mrs Grainger

4. Data protection

4.1 Accessing personal data

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

Explain:

- › How they can access the data, such as on Chadsmead SharePoint or the Staff U drive on the IT network
- › Staff should only access the data using school i-pads, school laptops and not use their own personal devices.

4.2 Processing personal data

Staff members may need to collect or share personal data such as family e-mail addresses/school lockdown e-mail 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 after they have been informed by the school how remote learning will be carried out.

Staff are reminded to collect and/or share as little personal data as possible online.

At no point should school staff share their own personal contact details/data with families/children.

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

All staff must follow the Chadsmead Child Protection and Safeguarding policy at all times. All staff have updated hard copies of this and understand they find it online on the school website.

Any changes/additions to the Child Protection and Safeguarding policy will be communicated with immediate effect to all staff by the DSL.

6. Monitoring arrangements

This policy will be reviewed by the Governing body.

7. Links with other policies

This policy is linked to our:

- › Behaviour policy
- › Safeguarding and Child protection policy and coronavirus addendum
- › Data protection policy
- › ICT and internet acceptable use policy
- › Online safety policy