



Roles and Responsibilities:

All staff members should be available for their contracted working hours. If they're unable to work for any reason during this time, for example due to sickness or caring for a dependant, they should report this using the normal procedures between 8am and 5pm to admin@tavistock-pri.devon.sch.uk. If it affects the completion of any work required, please ensure that you have alerted your team or key stage leader.

- Teachers are responsible for:
 - Setting learning tasks for their class/year group
 - Reviewing learning
 - Providing feedback on learning
 - Keeping in touch with children and parents
 - Attending virtual meetings with colleagues

- Teaching Assistants are responsible for:
 - Attending virtual meetings with colleagues
 - Supporting pupils with learning remotely when requested by the SENDCO or Senior Leader

- Key Stage and Team Leaders are responsible for:
 - Monitoring the work of their team
 - Weekly contact with their team members
 - Alerting SMT to any wellbeing or workload issues

- Senior Management Team are responsible for:
 - Co-ordinating the remote learning approach across the school
 - Monitoring the effectiveness of remote learning – reviewing work set by teachers weekly, monitoring email correspondence between parents and teachers
 - Monitoring the security of remote learning systems, including data protection and safeguarding issues

- DSL and Deputy DSL are responsible for:
 - Maintaining contact, collating, passing on information and responding to any concerns.

- IT Support Staff member is responsible for:
 - 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

Remote Learning Strategy – January 2021 update



- Parents/Carers are responsible for:
 - Seeking help from the school if they need it
 - Registering with school systems – eg. ParentMail and Tapestry
 - Regularly enabling their child to have daily contact with the school
 - Encouraging their child to complete work set
- Children are responsible for:
 - Attending remote registration with their teacher regularly
 - Trying their best with their work
 - Seeking help if they need it, from teachers or teaching assistants
 - Alerting teachers if they're not able to complete work
- 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 confident that systems are appropriately secure, for both data protection and safeguarding reasons

Who to contact: admin@tavistock-pri.devon.sch.uk

Data Protection:

- Accessing personal data
 - All staff have access to CPOMS to record any parent contact or concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site by any third party.
 - Teachers are able to access parent contact details via SIMs using a secure password. Do not share any details with third parties and ensure it is logged off. SMT have the ability to locate further details of families when required through securely accessing SIMs. SMT are not to share their access permissions with other members of staff. School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.
- Sharing 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 collection of personal data applies to our functions as a school and doesn't require explicit permissions. While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.
- Keeping devices secure

Remote Learning Strategy – January 2021 update



- All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:
 - o 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)
 - o 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
 - o Making sure the device locks if left inactive for a period of time
 - o Not sharing the device among family or friends
 - o Installing antivirus and anti-spyware software
 - o Keeping operating systems up to date – always install the latest updates

Safeguarding

- It is everyone's responsibility to safeguard our children.
- ALL staff members should use CPOMs to record any concerns and follow our Child Protection and Safeguarding Policy procedures.

Links to other school policies:

- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy

School closed to majority of children (National Lockdown – 5.1.2021)

WHAT	WHO	WHEN
<u>Setting Learning Tasks</u> Maths English Science Phonics/Spelling Foundation Subjects Physical Activity	Zoom Call hosted by teacher which will explanation of the tasks for the day Teacher will prepare and upload tasks to Tapestry	Daily KS1 – 3 hours KS2 – 4 hours
<u>Reviewing learning</u>	Individually completed tasks uploaded to Tapestry by families	Daily from 9am-3pm
<u>Providing feedback</u>	Teachers' written response on Tapestry	Daily from 9am-3pm
<u>Connecting with children</u>	Teachers via Zoom call and explanation of expectations	Daily
<u>Connecting with parents</u>	Parents to contact through the School Office: 01822 616044 admin@tavistock-pri.devon.sch.uk	When needed