



Remote learning policy

All Saints' CE Junior School and Emscote Infants

Approved by:

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N.A.

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Contents

1. Aims	2
2. Roles and responsibilities	2
3. Who to contact	5
4. Data protection	5
5. Safeguarding	5
6. Monitoring arrangements	5
7. Links with other policies	5

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 throughout school 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.

When providing remote learning, teachers are responsible for:

Advance preparation of a weekly timetable for remote learning,

- including timings of sessions – this needs to be prepared in advance (minus the links) so that all are aware of the process to be followed and parents can be informed as rapidly as possible.

Setting work

- If appropriate, updating the weekly timetable for remote learning, including timings of sessions – Setting up the required zoom links for the remote teaching
- Be prepared to lead daily remote teaching input for English, Maths and Topic/art/music as follows:
 - ❖ Deliver live teaching sessions for Maths each day. After the teaching input, which will last for approximately 20 minutes, the zoom link will be kept live (teachers will simply blank their screens at this point) and for the last 10 minutes of the session, the teachers will return to the screen to live mark work with the children in order to provide immediate feedback.
 - ❖ For English lessons, deliver the teaching content; children will then be expected to complete their writing task independently.
 - ❖ Topic/other foundation subjects – deliver a live teaching input daily

- Work for children to complete at home should be sent to the office by 3pm the day before it will be taught; they will upload to the website and also send to parents via email

Providing feedback on work

Maths: for the last 10 minutes of the session, the teachers will return to the screen to live mark work with the children in order to provide immediate feedback. This will also help them to prepare for the following lesson

English: order to receive feedback, parents will be asked to take a photo and send it in to the relevant Year group email address. Teachers will not mark onto the work itself but will reply via email giving feedback.

For topic lessons, it is likely that work will be completed over more than one session. Once completed, parents will be asked to email a photo of the work in the same way as above.

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

- Teaching staff will be responsible for replying to year group emails with queries from parents or work being submitted.
- Parents should be informed that staff will only answer year group emails within school hours
- Staff should pass any complaints or concerns shared by parents and pupils to DC, SS,JQ or the office.
- If work is not being completed, staff should check if there is a reason – no access to IT eqpt, too challenging, need extra resources, etc.

Attending virtual meetings with staff, parents and pupils

- Dress code – the same expectations as if you were in school
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

2.2 Teaching assistants

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

When assisting with remote learning, teaching assistants are responsible for:

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

- TAs who are self isolating with the bubble will be expected to phone families with vulnerable/disadvantaged/SEND children in the bubble. They can use their own phones, ensuring that they use 141 ahead of the relevant number. They should ask if the child or family needs any additional resources or support e.g. foodbank vouchers etc.

Supporting pupils who aren't in school with learning remotely

- Supporting class teachers plan to meet the needs of SEND chn – planning and resourcing for core lessons
- Where possible, arrange a zoom session with chn you work 1:1 with; deliver and intervention work feasible

Attending virtual meetings with teachers, parents and pupils:

- Dress code- Dress code – the same expectations as if you were in school
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

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
- Alerting teachers to resources they can use to teach their subject remotely

2.4 Senior leaders

Senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

DC, SS and JQ maintain the responsibility for the role of DSL. Any concerns should be logged via CPOMS as soon as possible.

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time
- 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
- Be respectful when making any complaints or concerns known to staff

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 DC or SS as soon as possible.

4. Data protection

4.1 Accessing personal data

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

- Be able to access SIMS and the curriculum shared area via remote access (MFA) This should only be accessed on school devices, rather than their own personal devices

4.2 Processing personal data

Staff members may need to use personal details of families such as phone numbers, to keep in touch with vulnerable families. However, staff are reminded to collect and/or share as little personal data as possible online.

Admin will email resources to families.

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; school devices are set up in this way
- 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

See updated child protection policy to reflect the current situation on the CPOMS system.

Staff teaching remotely should record their teaching sessions in case of any safeguarding or other concerns expressed by parents. These **MUST** only be recorded on a school laptop. Senior leaders will not be looking at these recordings, they are simply a precautionary strategy.

6. Monitoring arrangements

This policy will be reviewed annually by Executive and Associate Headteacher. At every review, it will be approved by the full governing board.

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
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy