Mill Lane Community School &
The Windmill Community Nursery

Growing, Thriving, Flying

Remote Learning Policy

Aims

This remote learning policy for staff aims to:
- Ensure the 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
- Ensure pupils unable to attend school remain fully included within the school community
- Continue to ensure that every child receives the best education the school can provide for them
- Ensure that remote education is integrated in the curriculum so it is an essential part of the school curriculum, alongside classroom teaching, or in the case of a lockdown.

Roles and Responsibilities

Head teacher & Deputy: The head teacher and deputy are responsible for:
- Co-ordinating remote learning across the school.
- Monitoring the effectiveness of remote learning
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- If the class teacher is unwell and unable to lead remote learning, then they will take direct responsibility for this.

Designated safeguarding lead: The DSL is responsible for safeguarding concerns, including those related to Remote Learning.

Teachers: When providing remote learning, teachers must be available between 9am to 3pm on their working days. If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using normal absence procedure.

Setting work: When providing remote learning, teachers are responsible for -
- providing learning for their current class. The amount of work they need to provide is daily Maths and English lessons plus a daily activity linked to a foundation subject;
- using resources provided by PurpleMash, Education City, TopMarks and Bug Club as well as other resources such as White Rose Maths, BBC Bitesize;
- Work will be set weekly or daily depending on the circumstances
- Teachers will upload weekly learning packs on to the class page of the school website. The packs can then be accessed at home, printed by staff who are on site, ready for parents to collect or, in extreme cases, staff can deliver to homes;
- Teachers will outline the work daily via a Parent Mail.

Providing feedback on work: Pupils will be able to post their work on class blogs created in PurpleMash and can email work to their class teacher using the class email address. All work submitted will be acknowledged by the class teacher.

Keeping in touch: In the case of a national or local lockdown, teachers will call families at least every 2 weeks. Any concerns should be recorded and the head teacher alerted. In the event of a self/class bubble isolation, communication will be via email. If there has been no communication from either a parent or child via day 3 of lockdown/self-isolation period starting, the teacher will call parents/pupil on day 4.

Vulnerable pupils will be called weekly by the class teacher. SENCo / DSL will ensure that children with an EHCP or Child Protection Plan are called weekly by the class teacher.

Emails received from parents and pupils are to be checked between 9am – 3pm, Monday to Friday. Teachers should respond to emails within 48hours.

Teaching Assistants: When assisting with remote learning, teaching assistants must be available between 9am – 3pm but are only expected to work their normal 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:
- Supporting pupils who aren't in school with learning remotely
- Will liaise with class teachers to support planning and resourcing differentiated learning

Subject Coordinators: Alongside their teaching responsibilities, subject leads are responsible for monitoring the work teachers set for their subject.

Pupils and Parents: Staff can expect pupils learning remotely to:
- be contactable during the school day – 9am-3pm although they may not always be in front of a device the entire time;
- 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 – if you know of any resources staff should point parents towards if they're struggling, include those here;
- be respectful when making any complaints or concerns known to staff.

Governing Body: The governing body 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.

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 Head Teacher
- Issues with IT – talk to ICT coordinator
- Issues with their own workload or wellbeing – talk to the Head Teacher
- Concerns about data protection – talk to the data protection officer / report on the GDPRiS system
  Concerns about safeguarding – talk to the DSL

Data Protection: When accessing personal data for remote learning purposes, all staff members will –
- Access parent contact details via the school office using a secure password. Details must not be shared with third parties.

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

Safeguarding: Please refer to the safeguarding policy

Links to other policies:
- Data protection
- Safeguarding
- Behaviour
- Home school agreement
- E-safety
- ICT and acceptable use

Written: November 2020

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