



GIFFARD PARK PRIMARY SCHOOL

Remote Learning Policy

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Contents

1. Aims	2
2. Roles and responsibilities	2
3. Who to contact	4
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

Teachers must be available between 8.30 and 3.30pm. 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 the normal procedures between 7.00am and 8.00am on the designated absence numbers. If it affects the completion of any work required ensure that arrangements have been made with the year group partner or SLT to ensure that work is completed.

Teachers are responsible for:

- Setting work –
 - Creating a weekly timetable of work for their year group in liaison with year group partners. This must include subjects from across the curriculum. Additional PowerPoints and worksheets may be included.
 - Set work for Maths and English- can use Times tables Rockstars. Oak Academy, White Rose Hub, Spelling Shed etc
 - Work as a year group team to ensure that the work is planned and ready.
 - Online safety curriculum
 - Providing feedback on work –
 - Parents and pupils can send any completed work to teachers via class emails or Seesaw
 - Teachers should respond to any emails from parents/children within 48 hours
 - Teachers will acknowledge all work posted
 - Teachers will provide in depth personalised feedback comments for English writing
 - Teachers will feedback on common issues relevant to the whole class
 - Keeping in touch with pupils who aren't in school and their parents –
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- Weekly Student of the Week postcards- Teachers to send info of who it is to office email.
- Emails received in the year group from parents and pupils are to be checked between 9 and 3.30, Monday – Friday. Emails must be replied to within 48 hours. Only send replies between these times.
- Any issues that are received are to be dealt with professionally by the class teacher and the Deputy and Headteacher should be BCC'd in the communication. If necessary teachers to contact the Phase Leader/ member of SLT for advice.
- Teachers are to attempt to make contact with pupils in their class at least weekly telephone call when in school or from a withheld number. Contact details can be accessed via asking the school office. Staff must not share any of this information with a third party. Record all communication with parents and add relevant actions. Eg. Telephoned mum offered support during home learning and I spoke with child who is getting on well. No concerns. If there is a safeguarding concern please complete MyConcern which will alert the DSL team.
- Contact should be polite and encouraging. Teachers must adhere to the email rules and not give out any personal details. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly.

2.2 Teaching assistants

Teaching assistants must be available between 8.30-3.30 Monday to Friday. During this time they are expected to check work emails and be available when called upon to attend school. If they are unable to work for any reason during this time for example due to sickness or caring for a dependent, then they should report this using the normal absence procedure.

Teaching assistants are responsible for:

- › Supporting pupils who aren't in school with learning remotely
 - When requested by the SENDCo/SLT

2.3 Subject leads and SLT

Alongside their teaching responsibilities, subject leaders 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 work set by teachers in their subject – review work set on the website
- › Alerting teachers to resources they can use to teach their subject remotely

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- › Co-ordinating the remote learning approach across the school – SLT
- › Monitoring the effectiveness of remote learning –reviewing work set by teachers weekly, monitoring email correspondence between parents and teachers
- › Liaising with parents for constructive feedback in order to refine and further improve our offer
- › 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 ADDENDUM TO THE CHILD PROTECTION POLICY.

2.6 IT staff/ Computing Lead

IT staff are 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
- › Assisting pupils and parents with accessing the internet or devices

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- › Be contactable during the hours of the school day – although consider 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
- › 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 the following individuals:

- › Issues in setting work – talk to the relevant classteacher, SENDCo or SLT
- › Issues with behaviour – talk to the relevant head of phase or year or SENDCo
- › Issues with IT – talk to Computing Lead or Castle Maintenance
- › Issues with their own workload or wellbeing – talk to their line manager/SLT
- › Concerns about data protection – talk to the data protection officer (Business Manager)
- › Concerns about safeguarding – talk to the DSL Team
- › All staff can be contacted via the school email addresses

4. Data protection

4.1 Accessing personal data

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

All staff have access to MyConcern 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 to any third party. SLT and the office staff have the ability to locate personal details of families when required through securely accessing SIMs. SLT and Office staff 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.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as emails or telephone numbers 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.

However, 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

Please see the following for updates concerning safeguarding in relation to home learning. COVID-19 amendments to the Child Protection Policy. This policy is available on our website.

6. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government by Mrs Wiles (Deputy Head). At every review, it will be approved by Miss Donoghue (Headteacher) and SLT.

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
- Whistle-blowing policy