Loudwater Combined School
Remote Learning Policy

Aims

This remote learning policy for staff aims to:
- Ensure consistency in the school's approach to remote learning
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

Roles and responsibilities

Teachers

All staff will also refer to the Codes of Conduct for Remote Learning.

Teachers must be available between normal 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 which will involve contacting the head teacher.

Teachers are responsible for:

Setting work
- Class teachers will set work for the children on Google Classroom through their class stream.
- If the class is learning remotely staff will have a class time meeting at a prearranged times. As far as possible these will be staggered throughout the day to avoid siblings having a meeting at the same time. This will be used as an introductory session and an opportunity for explaining what is expected of the day ahead. It will then be up to the class teacher to timetable any further video conferencing sessions for that day.
- Our focus will be core subjects. Maths and English work will be detailed on the assignments page of Google Classroom. 'Live' sessions will be up to the class teacher and they may also provide a PowerPoint to support their learning. It is important that parents know in advance if there is to be a 'live' lesson. A weekly timetable should be used to provide guidance for the learning that week and will indicate when the live lesson will take place.
- Other subjects will be detailed through Google classroom and through any other web-based resource such as Oak Academy, White Rose Hub, Twinkl, BBC Bitesize. The work will be set the day before.
- There is an expectation that the children in Key Stage 1 will spend no longer than three hours each weekday on remote learning, for Key Stage 2 this should be no longer than four hours.

Feedback
- If children have posted work, forms or an assignment then teachers will provide feedback if appropriate and is possible.
- Our aim is for children to share work with their class teacher by uploading or sharing this on Google Classroom or through dialogue with the teacher in feedback sessions.
- Staff will keep several lines of communication with families such as emails, phone calls and virtual meetings if necessary.
- Please see the Code of Conducts for Remote Learning for staff and pupils.

Recordings of lessons

A lesson may be recorded for a variety of reasons.
- To safeguard pupils and staff

- To share with other members of the class at a later time
- As the owner of the Google Classroom page only the class teacher can record the lesson. The teacher must make sure everyone present is aware the session is being recorded. The recordings are kept for 12 months.
  The data is stored in the teacher's Google Drive which remains the property of Loudwater Combined School

SENCO, Disadvantaged and Subject Leads

Members of staff in these roles will continue to provide support to staff as usual, through emails and virtual meetings. Staff may also want to speak with parents as part of EHCP meetings or general 'catch up'. These need to be planned in the Google calendar and ideally another member of staff should be present. If this is not possible then staff can choose to record the session making sure that all present are aware they are being recorded.

Senior leaders

The ICT Subject Leader is responsible for monitoring the effectiveness of remote learning through regular checks with staff and providing support to staff when needed. Technical support is provided by turn IT on and the ICT Leader.
The headteacher and ICT Leader, with the support of turn IT on, will be responsible for the monitoring the security of remote learning systems, including data protection and safeguarding considerations following advice and guidelines.
Google Classroom has been chosen as it meets all GDPR expectations.

Designated safeguarding lead

The DSL is responsible for:
- Online safety of pupils and staff is regularly monitored. Please see Safeguarding Policy and E-safety Policy.

IT staff (TurnItOn)

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 staff to help pupils and parents with accessing the internet or devices

Pupils and parents

Staff can expect parents to:
- Make the school aware if their child is unwell or otherwise unable to complete work
- Seek help from the school if they need it –staff should refer parents to websites and CGP guides where required.
- Be respectful when making any complaints or concerns known to staff.
- Parents will be given the Codes of Conduct for parents and pupils.
- Parents may contact teachers within normal school working hours and can expect a response as soon as possible.

<u>Governing board</u>

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 systems are appropriately secure, for both data protection and safeguarding reasons

Who to contact

If staff have any questions or concerns, 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 IT (Turn It On) staff using the portal to log issues
- Issues with their own workload or wellbeing – talk to the head teacher
- Concerns about data protection – talk to the data protection officer (Richard Mapp)
- Concerns about safeguarding – talk to the DSL

Data protection

<u>Accessing personal data</u>

When accessing personal data, all staff members will:

Only use the Google Classroom platform to save data

All teaching staff have devices provided by the school, currently a laptop. Either the class computer or laptop can be used to access this platform.

All policies are in line with Buckinghamshire Council guidelines

<u>Sharing personal data</u>

Staff members may need to collect and/or share personal data such as email addresses 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, although if staff need to email this information to another member of staff then it is good practice to use a secure email. While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

<u>Keeping devices secure</u>

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
- Ensuring antivirus and anti-spyware software are automatically updating (Sophos) and making TIO aware if this is not the case.
- Keeping operating systems up to date – always install the latest updates

Safeguarding

Please see the updated safeguarding policy found on the school website or in the School Policies section of teacher share

Monitoring arrangements

This policy will be reviewed annually by the ICT Subject Leader. At every review, it will be approved the governing body.

Links with other policies

This policy is linked to our:

- Behaviour for learning and positive relationships policy
- Safeguarding policy and coronavirus addendum to our Safeguarding policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- E- safety policy
- Codes of conduct for remote learning for staff, pupils and parents.

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