



Remote Learning Policy

Oliver Goldsmith Primary School
“Inspiring a love of learning.”

Date Ratified: OCTOBER 2020

Date to be reviewed: Annually

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1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not 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 Senior Leaders

- Will co-ordinate the remote learning approach across the school.
- Will assist and co-ordinate access to remote learning tools.
- Will monitor remote learning.
- Monitor the security of remote learning systems, including data protection and safeguarding considerations – Inclusion Team.

2.2 Inclusion Leader/SENDCO

- Will take responsibility for ensuring welfare checks are made regularly children with EHCPs and other vulnerable children.
- Will liaise with teachers and learning support assistants that alternative work has been provided for SEND pupils.

2.3 Teachers

When providing remote learning, teachers must be available between 8.30am and 4.00pm.

If teachers 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 absence procedure.

When providing remote learning, teachers are responsible for:

Setting work-

- Teachers should provide work for their classes by uploading the work to the relevant class pages on Google classroom.
- Teachers are expected to work in their year group team and to communicate effectively to ensure consistency across the year group, learning will be adapted effectively to meet the needs of all pupils.

- Teachers to communicate effectively with their learning support assistants and assign tasks to support learning.
- Families will be encouraged to contact the school with issues surrounding accessibility so that appropriate resources can be put in place, e.g. paper packs/devices as the school is able.

Providing feedback on work-

- Feedback will be provided using Google Classrooms tools.

Keeping in touch with pupils in the event of closure with school remaining open for key worker/vulnerable children/full lockdown-

- Keeping in touch with pupils who aren't in school and their parents – teachers should keep in contact with pupils through Google Classrooms tools. Where access issues arise phone calls will be made.
- Ideally when contacting children via telephone this should be done from school; if class teachers are working from home and are using their own telephone/mobile they must use number blocking features to prevent parents/carers obtaining personal details.
- Any issues that are received are to be dealt with professionally by the class teacher and should be directed in the first instance to the attached SLT member, dependent on the nature/severity of the complaint, the Headteacher should be informed.
- In the case of sensitive or safeguarding concerns being shared by a pupil or parent, the Safeguarding Lead should be informed.
- Contact should be polite and encouraging. Teachers must not give out any personal details. Any concerns should be forwarded to a member of the SLT who may choose to contact the parents directly.

Taking part in online live sessions and recording teaching resources (staff meetings/pupil online sessions/parent meetings)-

- Dress code- as per agreed staff code of conduct, staff should be dressed appropriately and professionally.
- Locations – staff should avoid areas with background noise and make sure that there is nothing inappropriate/personal in the background.

2.4 Learning support assistants

When assisting with remote learning, teaching assistants must be available for their contracted hours. Learning support assistants to communicate effectively with their class teachers and carry out the tasks assigned to them.

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 –

- LSAs to help support pupils through google classroom sessions, one to one sessions and phone calls as appropriate.

Taking part in online live sessions and recording teaching resources (staff meetings/pupil online sessions/parent meetings)-

- Dress code – as per agreed staff code of conduct, staff should be dressed appropriately and professionally.
- Locations – staff should avoid areas with background noise and make sure that there is nothing inappropriate or personal in the background.

2.5 Leadership Team & Wider Leadership Team Members

Alongside their teaching responsibilities, LT and WLT members 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 – explain how they'll do this, such as through meetings with teachers or by reviewing work set.
- Alerting teachers to resources they can use to teach their subject remotely.

2.6 Designated safeguarding lead

The DSL is responsible for:

- The Safeguarding and Child Protection Policy and all the addendums.
- Maintaining contact, collating, passing on information and responding to any concerns.
- To liaise with families with children on a child protection plan, child in need plan, looked after children and vulnerable children, at least once a week (virtually where possible or via phone call) to ensure they are able to access learning.
- Liaising with social workers and outside agencies where necessary.
- Ensuring all updated safe guarding policies and addendums are on the school website.

2.7 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work.
- Helping staff with any technical issues they're experiencing.
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer.

2.8 Pupils and parents

Staff can expect pupils learning remotely to:

- Complete work to the deadline set by teachers.
- Seek help if they need it, from teachers or learning support 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 or access the work.
- Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff.

2.9 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 leader or Deputy Headteacher.
- Issues with behaviour – talk to the relevant SLT member or Headteacher where necessary
- Issues with IT – talk to IT Leader / Technician.
- Issues with their own workload or wellbeing – talk to a member of SLT.
- Concerns about data protection – follow school data protection policy.
- Concern about safeguarding- contact the DSL.
- Concerns about children with SEND – talk to the SENDCo.

4. Data protection

4.1 Accessing personal data

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

- Keep parents contact details secure, not share any details with third parties and ensure information document is not left unattended on their home computer.
- Never use or share their own personal email address with parents or pupils, dedicated school email addresses must always be used.
- All staff to ensure they withhold their personal phone number when making phone calls to pupils/parents from personal devices.

5. Monitoring arrangements

This policy will be reviewed at appropriate intervals in response to the pandemic by the SLT. It will be approved by the Board of Governors annually and reviewed termly by the senior leadership team.

6. Links with other policies

This policy is linked to our:

- Staff code of conduct
- Behaviour and Anti-bullying Policy

- Inclusion policy
- Safeguarding and child protection policy
- Data protection policy
- Home-school agreement
- Online and E-safety policy
- Acceptable use policy