



St Mary's C of E (VA) Primary School

To be a caring, inclusive, Christian environment, nurturing a life-long love of learning where we can work together to learn, to grow, to serve. We are proud to support the whole community and by collaborating will enable all children and adults within it to live fully whilst 'shining brighter and brighter' Proverbs 4:18.

St Mary's is an inclusive school where we believe that all people are of equal value, irrespective of their ethnicity, culture, religion, gender, ability or sexual identity. We recognise and respect their differences.

Remote Learning Policy

This policy is GDPR compliant.

Date of issue: January 2021

Last reviewed/adopted: January 2021 (Academic Standards Committee)

Next review date: Spring 2022

Signed: _____

Date: _____

1. Aims

This Remote Learning Policy aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school in line with our school values of being positive, caring and inclusive
- 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

If children have to self-isolate at home, or in the case of local or national lockdown where school has to close, class teachers will use Google Classroom/Tapestry to enable remote learning.

The Headteacher and Deputy Headteacher are responsible for ensuring that the Remote Learning Policy is implemented fully and reviewed in a timely fashion. Alongside this, they will take overall responsibility for the welfare and safety of pupils through their Designated Safeguarding Lead (DSL) role.

Parents and carers are encouraged to plan their approach to the activities set to suit their child, taking into account their own schedule and that of their family unit.

2.1 Teachers

When providing remote learning for individual children **who are well**, but having to stay at home and self-isolate, class teachers are responsible for ensuring that:

- A maths and an English task that have been completed in the classroom that day are uploaded at the end of the day (after 15.30) so that those children do not fall behind the children who are in school.
- Completed work will be marked and assessed, and feedback given, in line with the rest of the class. If the work has been received through Google Classroom, the feedback will be through Google Classroom. If the work is received as a hard copy, either verbal or written feedback will be given as appropriate when the child returns to the classroom. Teachers cannot accept individual pieces of work sent in via another pupil.

In this scenario, teachers will posted at the end of the school day because their priority is teaching those children still in school and undertaking their other duties. This will be done within 24 hours of school being notified of the self-isolation. While waiting for work to be posted at the end of the school day, children will be signposted to suitable webpages to use.

If a whole bubble is required to self-isolate, or in the case of a local or national lockdown when schools are required to close, class teachers (providing they are well) will provide a Google Meet/instructional video each day for the whole class. Teachers will provide an age-appropriate English and maths task each day, and also an activity for another curriculum area. Teachers will not be streaming, or conducting live lessons. Teachers may upload their own short instructional videos, slideshows or post links to other websites. Children may post queries on Google Classroom and teachers will endeavour to reply as soon as possible. Contact should only be made within working hours: staff will not be required to answer queries outside of 08.30 to 16.00 Monday to Friday.

Reception and Nursery will have remote learning provided via Tapestry. They will also post a weekly newsletter with an outline of the learning for the week which will contain suggestions for practical tasks from which the children and their parents can select.

When leading a Google Meet, teachers will dress in a manner appropriate for a normal school day, and will ensure that nothing inappropriate is in the background behind them.

If teachers are well but self-isolating, they will set this work from home.

If teachers are ill, work will be set for the class by the Senior Leadership Team (SLT).

2.2 Teaching assistants

When assisting with remote learning, teaching assistants will be available during their normal contractual hours. 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 absence procedure. When assisting with remote learning teaching assistants are responsible for assisting in the production of hard copies and resources for remote learning and/or supporting in an administrative capacity, or any other reasonable re-deployment which may be in school.

If taking part in a Google Meet, teaching assistants will dress in a manner appropriate for a normal school day, and will ensure that nothing inappropriate is in the background behind them.

2.3 Senior Leadership Team

The SLT will co-ordinate and monitor the effectiveness of remote learning across the school through regular communication with parents and teachers. They will also monitor the security of the remote learning system, including data protection and safeguarding. Any data protection breaches will be flagged up with the Data Protection Officer.

The SENCO will monitor the provision and support provided for children with SEND.

2.4 Designated Safeguarding Lead

The DSL and deputy DSLs are responsible for ensuring that the procedures outlined in the school's Child Protection Policy and Online Safety Policy are followed.

2.5 Computing lead, SITTS team and office staff

The Computing lead, SITTS team and office staff will support staff and parents with any technical issues. They will flag up any data protection breaches with the Data Protection Officer.

2.6 Pupils and parents

Teachers can expect pupils learning remotely to complete the tasks set to the best of their ability and ensure that they are submitted to the teacher via Google Classroom.

Teachers can expect parents/carers with children learning remotely to:

- Let school know if their child is sick or cannot complete the tasks for any reason
- Seek support from school if it is required
- Support their child with their learning
- Contact the school office if there are any difficulties with printing if it is required so that hard copies can be provided
- Be contactable during the school day
- Remember that staff can only be contacted via Google Classroom or their class email address during the hours of 08.30 to 16.00 Monday to Friday.

2.7 Governing Board

The Governing Board is responsible for:

- Monitoring the school's remote learning provision to ensure the quality of the education provided remains as high as possible

- Ensuring that Google Classroom is appropriately secure, both for data protection and safeguarding reasons

3. Who to contact

If teachers have any questions or concerns about remote learning, they should contact the following individuals:

- Issues with curriculum content – subject leaders, Herts for Learning (HfL) IT Support team
- Issues with Google Classroom or hardware – HfL IT Support team, school office, SLT
- Issues with their own health and wellbeing – SLT
- Data protection – Richard Maskrey, Data Protection Officer (DPO)
- Safeguarding – DSL or deputy DSLs

4. Data protection

4.1 Accessing personal data

For remote learning purposes, all staff members will use school supplied devices at all times, unless there is a malfunction. They will use school software and online facilities.

Staff are reminded to collect and/or share as little personal data as possible online.

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).
- 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, antivirus and anti-spyware software.

5. Child protection policy

Staff will comply fully with the school's Safeguarding, Online Safety and Staff Code of Conduct policies. They will remain vigilant during periods of remote learning and will notify the SLT if any pupils are not engaging.

The SLT will regularly contact vulnerable children and their families.

6. Monitoring arrangements

This policy will be reviewed annually by the SLT, and then approved by the Governing Board.

7. Links with other policies

This policy is linked to our:

- Positive Behaviour policy
- Child Protection policy
- Code of Conduct policy
- GDPR Data Breach Procedure policy and privacy notices
- Home-school Agreement
- Online Safety policy including Acceptable Use Agreement