Remote Learning Policy

Governor Review Date	Autumn 2020
Review Frequency	Annual
Date for Next Review	Autumn 2021
Head Teacher Approval	September 2020
Governor Approval	September 2020

Contents

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, due to Covid-19 related reasons.

- 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

When providing remote learning, teachers must be available between 8.30am and 3.30pm.

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 providing remote learning, teachers are responsible for:

- Setting work:

  o All pupils will complete paper based learning, based on the year group they are working in. They can also access planned online learning (The Oak Academy/Ruth Miskin YouTube videos/Other approved online resources).

  o Creating a weekly timetable of work for their class, liaising with year group staff. This must include phonics (as appropriate) SPaG, maths, reading, writing, science and subjects from across the curriculum. Timetables will be emailed to Team Leaders to check.

  o Pupils will be provided with one piece of reading, writing and mathematics each day. Other subjects will completed across the weekly timetable.

  o Teachers will set work for week 1 in advance so that no additional preparation is required. From week 2 onwards, teachers will send pupils a weekly timetable and the work to complete.

  o Paper based work for pupils needs to be sent to Office Staff by the end of day on Wednesday for the following week and uploaded to Staff Shared. This will be posted to all parents on Thursday/Friday.

  o Online learning will be sent to parents via email the following week.

  o Individual pupils absent because of a Covid-19 related issue, such as waiting for a test, will be provided with a weekly pack of work.

- Providing feedback on work:
  - Parents will take a photograph of any completed work and email teachers directly at their school account as detailed below:

    mrbridge@caedmonprimary.org.uk
    missdowning@caedmonprimary.org.uk
    mrsclark@caedmonprimary.org.uk
    misscurry@caedmonprimary.org.uk
    misscumming@caedmonprimary.org.uk
    mrhawthorne@caedmonprimary.org.uk
    missfellows@caedmonprimary.org.uk
    missfox@caedmonprimary.org.uk
    misschatterton@caedmonprimary.org.uk
    missrussell@caedmonprimary.org.uk
    missnolan@caedmonprimary.org.uk
    mrwalton@caedmonprimary.org.uk
    missbarwick@caedmonprimary.org.uk
    missgrainger@caedmonprimary.org.uk
    misswatts@caedmonprimary.org.uk
    mrbutters@caedmonprimary.org.uk

    Parents will be informed that work needs to be submitted by 9am on Monday at the latest.
  - Upon receipt of the email from a parent, teachers will provide pupils with feedback within 48 hours. This does not need to be detailed.
  - Feedback will only be provided to parents between 8.30am and 3.30pm, unless there are exceptional circumstances.
- Keeping in touch with pupils who aren't in school and their parents:
  - Teacher will make one phone call to parents every two weeks when in school or from a withheld number. Contact details can be accessed from SIMS. Record all conversations. Please ensure contact is polite and encouraging.
  - Teachers are not expected to answer any queries outside of designated hours (8.30am – 3.30pm).
  - Any complaints or concerns must be forwarded to the Headteacher. If necessary, teachers will speak to the Team Leader for advice.
  - Any safeguarding or behaviour concerns should be immediately logged on CPOMS. Staff to record if pupils are repeatedly failing to complete work.
  - Teachers must not give out personal details, including their own.
- Attending virtual meetings with staff, parents and pupils:

- There are no planned virtual meeting with parents and pupils. Any such meetings must be agreed with the Headteacher in advance.
- Virtual meetings held between staff will done so using Microsoft Teams.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available for their working 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 the school with operational requirements e.g. pupils' packed lunches to be sent home.
- Collate and organise packs of work for pupils.

2.3 Subject Leads

Alongside their teaching responsibilities, Subject Leads are responsible for:

- Monitoring the work set by teachers in their subject. Review work set weekly.
- Review the work set by teachers to ensure that it is appropriate for remote learning, suggesting any changes as required.
- Provide support for teachers (such as resources) as and when required. This can be done via email or a virtual meeting.

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school, meeting regularly to review.
- Set clear expectations for remote learning.
- Monitoring the effectiveness of remote learning, including meetings with subject leaders and sampling the strategy across school.
- Supporting other subject leaders in their role.
- Being the first point of contact for any queries in relation to remote learning.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

2.5 Designated safeguarding lead

The DSL is responsible for:

- o Liaising with social workers and other agencies.
- o Daily phone calls to check on pupils are open to social services.
- o Phone calls to other vulnerable families, as identified through need.
- o Coordinating surveys for parents – experiences/wellbeing during lockdown.
- o Monitoring CPOMS, continuing virtual meetings with other agencies, passing information on and responding to any concerns.
- o Provide support for families to access remote learning.

2.6 IT staff

IT staff are responsible for:

- o Organising email accounts as specified.
- o Continuation of support to school as part of the SLA.
- o Supporting parents with any technical issues.
- o Review the security of remote learning, flagging ay data protection breaches to the Data Protection Officer.
- o Assisting pupils and parents with accessing devices, if they are received.
- o Ensuring hard drives are encrypted – this means that if the device is lost or stolen, noone can access the files stored on the hard drive by attaching it to a new device.

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- o Be contactable during the school day – although consider they may not always be in front of a device the entire time.
- o Complete work to the deadline set by teachers
- o Seek help if they need it, from teachers or teaching assistants
- o Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- o Make the school aware if their child is sick or otherwise can't complete work.
- o 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
- o Be respectful when making any complaints or concerns known to staff

2.8 Governing board

The governing board is responsible for:

- o Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- o 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:

- o Issues in setting work – talk to the relevant subject lead or SENCO
- o Issues with behaviour – talk to DHT
- o Issues with IT – email OneIT staff
- o Issues with their own workload or wellbeing – talk to their Team Leaders, DHT, HoS or HT.
- o Concerns about data protection – talk to Nicola Stabler or HT.
- o Concerns about safeguarding – talk to the DSL in the first instance.

If the following people are not available, please speak to the most senior member of staff.

4. Data protection

4.1 Accessing personal data

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

- o All staff have access to CPOMS to record any parental contact or concerns about pupils. This is accessed via a secure password. Staff must log out after use. Do not allow access to the site to any third party.

o Similarly, staff have access to SIMS for parent contact details and pupils' information. Staff must log out after use. Do not allow access to the site to any third party.

o School laptops and iPads are the school's preferred devices for accessing any personal information on pupils.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email and contact details 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:

o 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)

o Making sure the device locks if left inactive for a period of time.

o Not sharing the device among family or friends.

o Ensure anti-spyware software is up to date.

o Keeping operating systems up to date – always install the latest updates (usually a pop-up message).

5. Safeguarding

Please see the addendum to the Child Protection Policy, which is available on the school website.

6. Monitoring arrangements

This policy will be reviewed in line with Government updates by the Headteacher and the Head of School. At every review, it will be approved by the Headteacher and SLT.

7. Links with other policies

This policy is linked to our:

- o Behaviour policy
- o Child protection policy and coronavirus addendum to our child protection policy
- o Data protection policy and privacy notices
- o Home-school agreement
- o ICT and internet acceptable use policy
- o Online safety policy
- o Attendance Policy
- o SEND Policy.