Remote learning policy

Springfields First School, Yarnfield

Approved by:		Date:
Last reviewed on:	September 2020	
Next review due by:	September 2021	

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

> 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 9am and 3.30pm or their normal 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 providing remote learning, teachers are responsible for:

> Setting work –

- o Setting daily lessons for their own class/group using the normal weekly timetable for their class

- o Work needs to be set each morning by 8.30am

- o Work should be uploaded onto the Teams system on BGFL

- o Teachers must work together to ensure a consistent approach for the year groups in mixed age classes/phonics groups/Maths groups etc

> Providing feedback on work –

- o Access to completed work from pupils should be on Teams or via email if parents cannot use Teams

- o Feedback can be shared through chat on teams or through the feedback section after a child has turned in work.

- o Stars can be awarded on J2Stars.

- o All work marked in a timely manner on a daily basis if possible

> Keeping in touch with pupils who aren't in school and their parents –

- o Parents should be contacted using Teams/phone twice each half term.

- o Answer emails in a timely manner but try not to answer emails outside of working hours)

- o Refer any complaints or concerns shared by parents and pupils to the Head teacher and/or the Deputy Head teacher – for any safeguarding concerns, see the section below

- o If work is not completed parents will be contacted by telephone. If this continues the matter needs reporting to the Head teacher or Deputy Head teacher.

> Attending virtual meetings with staff, parents and pupils

- o Dress code –Teachers are required to be dressed appropriately for remote learning. Attire which would ordinarily be worn in school on a non-uniform day is essential; clothing, worn by a student or a teacher, which does not meet this expectation is not acceptable and lessons should be stopped immediately and reported to Head teacher.
- o Locations– both children and teachers must be physically located in safe working spaces, appropriate for online lessons; a lounge or study is most appropriate. Blurred screens may be used to disguise backgrounds.
- o If teachers will also be working in school and there are children at home, then the home learning will mirror the in-school learning as much as possible.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during their normal 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 pupils who aren't in school with learning remotely – cover details like:

- o Vulnerable children, children with EHCP's and children with any additional need identified by the SLT
- o Support will be provided using Teams chat/video link

> Attending virtual meetings with teachers, parents and pupils – cover details like:

- o Dress code –Teachers are required to be dressed appropriately for remote learning. Attire which would ordinarily be worn in school on a non-uniform day is essential; clothing, worn by a student or a teacher, which does not meet this expectation is not acceptable and lessons should be stopped immediately and reported to Head teacher.
- o Locations– both children and teachers must be physically located in safe working spaces, appropriate for online lessons; a lounge or study is appropriate. Blurred screens may be used to disguise backgrounds.

If teaching assistants are also be working in school, their responsibilities regarding the above will be performed by another member of staff.

2.3 Subject leads

Alongside their teaching responsibilities, subject leads/SENDCo 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 regular meetings with teachers or by reviewing work set

> Alerting teachers to resources they can use to teach their subject remotely

> Ensuring that the needs of the SEND children are being met (SENDCo)

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

> Co-ordinating the remote learning approach across the school

> Monitoring the effectiveness of remote learning –through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents

> Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for ensuring that all staff are aware of, and follow, all safeguarding and online safety procedures.

2.6 Computing Co-ordinator

IT staff and the Computing Co-ordinator, along with the Deputy Head is 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 remote learning 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 school day – although consider they may not always be in front of a device the entire time

> Complete work to the deadline set by teachers

> 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

> Support their child with online learning as much as possible

> 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:

Here are some suggested issues and the most likely points of contact, but adapt and add to this as needed:

> Issues in setting work – talk to the relevant subject lead or SENCO

> Issues with behaviour – Mrs Bagnall or Mrs Goodfellow

> Issues with IT – Mrs Wilkinson, Luke Lewis, Mrs Goodfellow or Mrs Scott

> Issues with their own workload or wellbeing – Mrs Bagnall

> Concerns about data protection –Mrs Bagnall or Mrs Goodfellow

> Concerns about safeguarding – Mrs Bagnall, Mrs Goodfellow or Mrs Scott

4. Data protection

4.1 Accessing personal data

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

> Use BGFL/Eduspot to access data

> Ensure that no personal details are stored on their own personal laptops

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses 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

The school has a Child Protection policy and an addendum to the Online Safety Policy that refers to home learning. A risk assessment has been carried out regarding using Teams.

6. Monitoring arrangements

This policy will be reviewed annually by Emma Goodfellow. At every review, it will be approved by the Chair/Deputy Chair of Governors

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 and Online Safety Covid 19 addendum policy
- Working from home policy