# Remote Learning Policy

Date Reviewed:        Autumn 2020
Date for next review:    Autumn 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 Monday-Friday during usual 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.

Setting work:
- Class teachers will provide an activity to match each lesson that would normally appear on their classes' timetable.

- Instructions will contain enough detail for the pupil to be relatively independent (age dependent) but should not solely rely on the use of a computer or device as it is acknowledged that this may be needed by siblings and/or parent(s) working from home. Where a whole class is not in school, teachers should provide live lessons or pre-recorded lesson inputs for Maths and phonics. Teachers should not assume that a home has access to a printer to print anything – printed copies of learning packs for English, Humaities and Creativity will be made available for collection or delivery from school;

- Work will be agreed and prepared across the Year Group Planning Team in advance of the date of publication.

- Tasks will be uploaded by the start of the school day (9:00 am).

- Class timetables will be uploaded to the school website.

- Clear instructions will be given as to when the tasks should be submitted

o SLT will coordinate with other teachers to ensure consistency of approach and to try to ensure that pupils with limited access to computers/devices can still complete the work.

Providing feedback on work:

- Pupils will be required to submit their work to the class teacher by email or by returning their printed pack at the end of the week when they collect a new pack.

- Teachers will never use a personal device that shares their personal contact details (e.g. phone number or private email address).

o Pupils or their parents who send work and/or photographs will receive an acknowledgement if possible within 24 hours. This will not aim to replicate feedback that parents might expect when the school is open and working normally and not every piece of work submitted will address strengths and development in learning.

o Parents should note that the government does not expect them to perform as teachers nor expect a school's lockdown offer of remote learning activities to be 'education as normal but from home'. While it is ideal for children to remain engaged with their learning and particularly rewarding if they can share this with a parent(s)/carer(s), it is recognised that families are all coping in different ways with different challenges.


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

o Teachers will make weekly contact with families via zoom, any families not joining the class zoom will be contacted indivually by the Class teacher or Inclusion team.

o Teachers will respond to emails from parents and pupils within working hours.

o Teachers must inform a member of the SLT if they have not received contact from a child or their parent over a period of a week. They will contact those parents to check on their welfare and safety. Contact will be made through a telephone call or email from school by a member of the Office staff or SLT. In extreme circumstances, a home visit will be arranged.

o Any contact with parents will be recorded using CPOMS.


Attending virtual meetings with staff, parents and pupils

o When attending online meetings via video, staff will be dressed appropriately in line with the Staff Code of Conduct policy.

o Where possible, staff should attend virtual meetings with parents and pupils at school and consider the location used.


## 2.2 Teaching assistants

Teaching Assistants will be available during their normal working hours on the days they are normally required in school. 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.
Teaching assistants may:
o Work in school for specific tasks as required by the Headteacher;

o Undertake remote and/or online CPD training;

o Attend virtual meetings with colleagues.

o Complete tasks from home such as resource preparation ad requested by their teacher/phase leader.

## 2.3 Subject leaders

Alongside their teaching responsibilities, subject leads must also:
o Consider whether any aspects of the subject curriculum need to change to accommodate remote learning.

o Work with teachers setting the curriculum subject to make sure work set is appropriate and consistent.

o Alert teachers to resources they can use to teach their subject.

## 2.4 Special Needs Co-ordinator (SENCO) and Inclusion Team

The SENCO is responsible for coordinating provision for pupils with SEND across the school as set out within the schools Special Educational Needs Policy. During a period of enforced school closure the SENCO will continue to:

o   Lead on liaison with SEND pupils at home and their families.

o   Ensure completion of necessary SEND paperwork and/or applications

## 2.5 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:
Co-ordinating the remote learning approach across the school

o   Monitoring the effectiveness of the remote learning activities for example through contact with teachers and subject leaders and reviewing the work set.

o   Identifying which families may have no access to the internet and ensuring that hard copies of learning activities planned by teachers are made available to the parent for collection or delivery.

o   Overseeing the ongoing wellbeing and CPD of teachers and teaching assistants.

## 2.6 Designated safeguarding lead

The DSL's responsibilities are identified within the school's Child Protection Policy and remain the same for all children whilst the school is closed/partially closed.

## 2.7 Pupils and parents

Staff can expect pupils learning remotely to:
o   Be contactable during the school day

o   Complete work to the deadline set by teachers

o   Seek help if they need it, from adults at home, 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   Support their child(ren) as best they are able given their own home circumstances, health and work commitments etc.

o   Seek help from the school if they need it

o   Adhere to the school's Online safety and acceptable use policy

## 2.8 Governing board

The governing board is responsible for:
o   Supporting staff and pupil wellbeing.

o   Monitoring by focussing on safeguarding, health and safety, headteacher and staff wellbeing and the school's approach to providing remote learning for pupils.

- o Determining how to handle statutory procedures during a period of enforced closure such as grievance and disciplinary panels, exclusions, complaints and admission appeals, noting that:

  > **Exclusions** – the DfE has clarified that the statutory timeframes for considering exclusions are still in effect but that the regulations already anticipate that these timeframes cannot always be met.

  > **Complaints** - the DfE has updated their guidance for school's complaints policies to provide that new or existing complaints should not be handled whilst schools are closed. If a school is closed during the enforced closure period, the Head teacher should write a response to outline the school's position and explain that the school is unable to follow its usual complaints process until school has reopened

# 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 – contact the Subject Leader, Key Stage Leader, SENDCO or Headteacher

- o Issues with behaviour – contact the Key Stage Leader, SENDCO or Headteacher

- o Issues with IT – contact the IT Technician (via the helpdesk) or Headteacher.

- o Issues with their own workload or wellbeing – contact their line manager or Headteacher

- o Concerns about GDPR –contact the DPO or Headteacher.

- o Concerns about safeguarding – contact the DSLs as set out within the school's Child Protection Policy

If **parents** have any concerns above and beyond the acknowledgement of work by the class teacher, then they should contact the Key Stage Leaders, Deputy Head or Head teacher at school via office@stmarysworthing..org.uk

# 4. Data protection

## 4.1 Accessing personal data

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

- o Access CPOMS to record any parent contact or concerns about children, this is accessed via a secure password and by logging out afterwards will ensure that access is not allowed to any third party.

- o Office Staff and SLT are able to locate personal details of families when required through securely accessing SIMS. Access permissions are not shared with other members of staff.

- o School laptops and tablets are the school's preferred devices to be used when accessing any personal information on pupils.

## 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Class emails will be set up for this purpose if necessary. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.

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)

- 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 installing the latest updates

# 5. Safeguarding

The school's Child Protection Policy has been updated to reflect the current situation.

# 6. Monitoring arrangements

This policy will be reviewed annually by the Head teacher. At every review, it will be approved by the Governing Body.

# 7. Links with other policies

This policy is linked to our:
- Child Protection Policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy