

# Remote Learning Policy

Steyning C of E Primary School



Approved by:	Governors	Date: 21 <sup>st</sup> January 2021
Last reviewed on:	January 2021	
Next review due by:	January 2022 or as appropriate	

## Contents

1. Aims .....	2
2. Roles and responsibilities .....	2
3. Who to contact .....	5
4. Data protection .....	5
5. Safeguarding .....	6
6. Monitoring arrangements .....	6
7. Links with other policies .....	6

---

## 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 Teachers

When providing remote learning, teachers must be available between 9am and 3.15pm

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 and contact the Deputy Headteacher as soon as possible but before 7am of the morning of absence.

When providing remote learning, teachers are responsible for:

- Setting work:
  - For the children in their year group. Work set each week will be allocated within the Year group team. This will include: Phonics, Maths, Literacy, Reading and Topic work (EYFS & KS1) Maths, Literacy, Spelling, Phonics/Reading and Topic (KS2)
  - EYFS will have a minimum of 1 hour and 30minutes, KS1 will have a minimum of 2 hours and 30 minutes, LKS2 will have a minimum of 3 hours and 30 minutes and UKS2 a minimum of 4 hours of work set each day.
  - Work will be set on each Year groups Google Site.
  - There is a basic timetable for every Year group.
  - In the event of a Bubble being sent into isolation the timetable will be uploaded on the Friday of the week before the week it is required. The accompanying tasks, videos and the work set must be uploaded at least a day before it is required.
  - Work will be uploaded to each Year groups Google Site and work completed should be uploaded to each child's Google Classroom account.
  - Teachers will co-ordinate with other teachers, including those teaching in school, to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work. This will be led by the Team Leader through Team Google Meetings or Zoom.

➤ Providing feedback on work:

- Teachers will only provide feedback when a whole class or Super Bubble is self-isolating and therefore the teacher is not in school working. If a child is self-isolating, there will not be direct feedback.
- Teachers will expect children to do all their allocated work every day, however we would like to see at least one piece a day and will respond to this (one piece each day).
- Staff may respond via Google classroom, as well as feedback on IXL/Purplemash.
- All work submitted must be submitted before the start of the next school day (before 9am)
- Staff will respond within 24 hours of a piece being submitted on time.

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

- We expect all children to be engaged in their learning through accessing their Google Class site and then responding through Google Classroom, as well as IXL.
- Teachers/staff will respond to children's submitted work within 24 hours of submission.
- Where the teacher has no engagement from a child after two days the school will contact the family to ensure there are no problems and any concerns can be addressed.
- Teachers will respond to emails forwarded by the school office within school hours only (9am – 4pm)
- All safeguarding concerns will be referred to the DSL's and recorded on CPOMs and follow the school procedure.

➤ Attending virtual meetings with staff, parents and pupils:

- Staff will continue to abide by the staff dress code when in a virtual visual meeting
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

When teachers are working in school, work will be available on the Class Google site however no feedback will be available as teachers are working, unless the bubble is closed or the school is in lockdown. The remote learning will be linked to the in-school provision – through the topics at the time and stage of learning at the time of year.

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between for their normal working hours. This may be different is agreed with SLT in advance.

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:

- Responding directly to specifically targeted pupils, when requested by the SENDCo or Class teacher
- Responding to work submitted
- Storytelling
- Calling families/children to support with tasks

➤ Attending virtual meetings with teachers, parents and pupils:

- Ensure that the dress code is still adhered to
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

## 2.3 Subject leads & SENDCo

Alongside their teaching responsibilities, subject leads 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 –, such as through regular meetings with teachers or by reviewing work set
- › Alerting teachers to resources they can use to teach their subject remotely

## 2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- › Co-ordinating the remote learning approach across the school - Headteacher
- › Monitoring the effectiveness of remote learning – Deputy Headteacher reviewing work set by teachers weekly.
- › Monitoring the security of remote learning systems, including data protection– Business Manager
- › Monitoring the safeguarding concerns – DSL's
- › Coordinating SEND and Inclusion provision for any children identified as vulnerable – phone calls home and monitoring of appropriate curriculum provision - SENDCo

## 2.5 Designated safeguarding lead

The DSL is responsible for:

Maintaining contact, collating, passing on information and responding to any concerns. Ensuring staff are fully trained in Safeguarding updates.

## 2.6 IT staff

IT staff are responsible for:

Insert details, such as:

- › 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
- › Seek help from the school if they need it by asking for help on Google Classroom or emailing the Class teacher via the school office
- › Support their child to manage their timetable
- › Support their child to submit work within a suitable time frame
- › Read with their child
- › Be respectful when making any complaints or concerns known to staff

## 2.8 Governing board

The governing board is responsible for:

Insert details, such as:

- › 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 Team Leader or SENDCO
- › Issues with behaviour – talk to the Team Leader or Children's Mentor
- › Issues with IT – talk to IT staff – contact Premises manager for hardware or the school office will redirect to TNS
- › Issues with their own workload or wellbeing – talk to their line manager
- › Concerns about data protection – talk to the data protection officer
- › Concerns about safeguarding – talk to the DSL

## 4. Data protection

### 4.1 Accessing personal data

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

- › Use the G Suite for access to the data we use for Remote Learning
- › Use school iPad, laptops and chrome books. However, when necessary may use personal devices when only using Cloud storage to access G Suite data.

### 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as [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 Safeguarding Policy must always be followed. This can be found on the documents section of CPOMS.

## 6. Monitoring arrangements

This policy will be reviewed annually, or more frequently as needed by the Headteacher. At every review, it will be approved by the full governing board.

## 7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection and Safeguarding policy with 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