Remote Learning Policy
ST STEPHEN'S C.E PRIMARY

Approved by:	School and Governors	Date: September 2020
Next review due by:	September 2021	

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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 Headteacher

- Ensure Remote learning set up for all pupils at the school

2.2 Teachers

When providing remote learning, teachers must be available between 08.30 and 16.00. 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 For the pupils in their class or timetabled to teach

- o Teaching should be at least 3 hours of remote learning a day

- o Work needs to be ready at the start of each day

- o Work will be set up on Google Classrooms

- o Teachers will communicate with school on a regular basis to share information about pupils and their learning

> Providing feedback on work

- o Completed work is shared on Google Classroom

- o Feedback is given via the learning platform

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

- o Teachers will ensure an email of phone call is made if pupils are not actively involved in the remote learning.

- o All contact is done during normal working hours and not out of school hours.

- o Safeguarding concerns and any complaints are dealt with as if the teacher was in school and reported to the DSL and/or Headteacher
- o Behaviour issues are dealt with immediately and reported to the Senior leadership team (SLT)
- Attending virtual meetings with staff, parents/carers and pupils
    - o Dress code – the school dress code applies during all virtual contact
    - o Locations – Work in an appropriate room, area. Avoid areas with background noise. Ensure there is nothing inappropriate in the background. Other members of the household should refrain from entering the room during teaching if at all possible.

If the teacher is working in school they follow the same guidance given above.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 08.45 and 16.00.

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
    - o Supporting Pupil Premium pupils and pupils with SEND or normal working group through making resources, giving feedback
- Attending virtual meetings with teachers, parents/carers and pupils when relevant:
    - o Dress code – the school dress code applies during all virtual contact
    - o Locations – Work in an appropriate room, area. Avoid areas with background noise. Ensure there is nothing inappropriate in the background. Other members of the household should refrain from entering the room during teaching if at all possible.

If the teaching assistant is working in school they follow the same guidance given above.

2.3 Subject leads

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 – 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

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 seeking feedback from pupils and parents/carers
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

> Ensuring the safeguarding policy and procedures are followed at all times

> Monitoring any issues that occur during a period when pupils are working remotely

> Contacting any pupils on the CIN CP register during a period of remote learning

2.6 IT staff and SLT

IT staff are responsible for:

> Fixing issues with systems used to set and collect work

> Helping staff and parents/carers 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/carers with accessing the internet or devices

2.7 Pupils and parents/carers

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/carers 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

> 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:

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

> Issues with behaviour – talk to the SLT

> Issues with IT – talk to IT staff

> Issues with their own workload or wellbeing – talk to the Headteacher

> 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:

> Follow the data protection policy in all circumstances

> Use school devices and ensure password protection is in place

4.2 Processing personal data

Staff members may need to collect and/or share personal data for purposes such as when using Google Classroom. 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

Please refer to the school's Safeguarding policy and addendum added due to Covid.

6. Monitoring arrangements

This policy will be reviewed every year at by the Headteacher and SLT; it will be approved by the governing body.

7. Links with other policies

This policy is linked to our:

> Behaviour policy

> Safeguarding policy and coronavirus addendum

> Data protection policy and privacy notices

> ICT and internet acceptable use policy