

Remote Learning Policy

Frederick Bird Primary School



Approved by:	Michelle Porter (DHT)	Date: September 2020
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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 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

This policy covers remote learning expectations of all staff in case of a national or local lockdown when most children will not be able to attend lessons in school. It also covers cases of smaller groups of children being absent from school but working from home in the case of self-isolation due to suspected and then confirmed cases of Covid-19 or similar viruses.

Members of staff should discuss with their line managers any responsibilities they are unsure of which are not covered in the details below.

2.1 Teachers

Teachers must be available between 8.30am and 4pm. 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 procedures. There is no expectation for an ill teacher to be available for work. Completion of any work will need to be agreed between year group colleagues or the phase leader to ensure work is completed.

When providing remote learning, teachers are responsible for:

Setting work:

- Working with phase leaders to decide how best to distribute the responsibility for planning and setting remote work. In some subjects, teachers may set work for their own classes, in others this may split into year group responsibility amongst the team.
 - Creating a weekly timetable of work for their year group in liaison with the phase leader. This must include a daily maths and English session (linked to workbooks) as well as subjects from across the curriculum. All lessons should be supported by recorded information, demonstrations, presentations, and resources to help children work independently.
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- All work needs to be set by the day before (e.g. 3.30pm the day before) at the latest. Work should be set daily.
- All work needs to be set via Class Dojo. Support resources, information and feedback should be added to the Class Dojo platform.
- Year group leaders should work with their teams to ensure consistency across the year and ensure that children with limited access to devices can still complete the work set.
- For smaller groups of children absent from school, but working from home in the case of self-isolation due to suspected and then confirmed cases of Covid-19, an isolation pack will be posted to families and a weekly phone will be made from the class teacher to discuss any concerns.

Providing feedback on work

- Children will share work via Class Dojo.
- Children should receive regular feedback on their effort as well as how to improve work.

Keeping in touch with pupils who are not in school and their parents

- Star of the week nominations to be sent to the DHT on Wednesday of each week.
- Messages received from parents and pupils through Class Dojo are to be checked between 8.30am and 4pm, Mon- Fri. Messages must be replied to within 48hrs.
- Any issues that are received, are to be dealt with in the first instance by the class teacher and the phase leader.
- Concerns should be passed onto the DHT, then HT.
- Teachers are to attempt to contact all pupils in their class each week via telephone call when in school or from a withheld number.
- All contact with parents is to be recorded on CPOMs and any relevant actions should be added. All safeguarding concerns are referred to the DSL.
- After 48hrs, children not accessing remote learning should be referred to phase leaders who will arrange for increased support from year groups HLTAs and TAs in the first instance and then the pastoral team.
- Any concerns regarding safeguarding should be referred to the DSL immediately.

Attending virtual meetings with staff, parents, and children:

- All staff should be dressed and behave professionally for any virtual meetings.
- Teachers and other staff should consider their locations and where possible avoid areas with background noise. There should not be anything inappropriate in the background.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.30 and 3.30pm. 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.

When assisting with remote learning, teaching assistants are responsible for supporting pupils with learning remotely when requested by the phase leader, Inclusion, or Intervention lead.

2.3 Subject leaders

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for monitoring the work set by teachers in their subject through liaison with phase leaders.

2.3 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 – reviewing work set by teachers weekly, monitoring correspondence between parents and teachers.
- Arranging additional support for 'hard to reach' families.
- 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/Child protection policy is followed by all staff; including that all members of staff are trained in how to support young people and families, are in regular contact with all families and know how to spot and report any concerns.

2.6 IT team

IT staff are responsible for:

- Fixing issues with systems used to set and collect work.
- Helping staff and parents with any technical issues they are 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 – being fully aware that 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 are 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 cannot complete work.
- Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff.
- Support their child to engage with the learning provided.

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 team/phase leader (Natalie Franklin-Hackett, Polly Hewitt, Clare Alonzi, Clare Smith, Michelle Porter)
- Issues with behaviour – talk to the relevant team/phase leader Natalie Franklin-Hackett, Polly Hewitt, Clare Alonzi, Clare Smith, Michelle Porter)
- Issues with IT – talk to IT manager (Michael Cross)
- Issues with their own workload or wellbeing – talk to the DHT or SBM (Michelle Porter/Tara Taylor)
- Concerns about data protection – talk to the data protection officer (Michael Cross)
- Concerns about safeguarding – talk to the DSL (Shell Shaw)

4. Data protection

4.1 Accessing personal data

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

- Have access to CPOMS to record any parent contact or concerns about children, this is accessed via a secure password. Ensure they log out after use and do not allow access to the site to any third party.
- School laptops and iPads 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 such as email addresses and phone numbers as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals will not 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, including recent addendum due to the Covid-19 Pandemic and the latest version DfE's KCSIE

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892394/Keeping_children_safe_in_education_2020.pdf

6. Monitoring arrangements

This policy will be reviewed in one year (or sooner as appropriate) by Michelle Porter/Senior Leadership Team. At every review, it will be approved by the governing body

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
- ICT and internet acceptable use policy
- Online safety policy