Remote learning policy

Fringford C of E Primary School

Contents

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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 Teachers

When providing remote learning, teachers must be available during their regular school 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 Teachers will need to set appropriate learning tasks for all pupils who require it.
> - o Learning tasks will reflect the amount of learning pupils would normally be expected to undertake if attending school.
> - o Learning tasks need to be available by 9am
> - o Learning tasks will be uploaded to Google Classroom
> - o Teachers are responsible for ensuring appropriate curriculum coverage

> Providing feedback on work:
> - o Teachers are expected to provide timely feedback on work submitted by pupils using Google Classroom
> - o Feedback will be in keeping with school marking and feedback policy

> Keeping in touch with pupils who aren't in school and their parents:
> - o Teachers will make weekly contact with parents and carers
> - o Teachers will not be expected to answer emails outside of working hours
> - o Safeguarding concerns and complaints must be referred to the Headteacher
> - o Any behavioural issues, such as failing to complete work must be referred to the Headteacher

> Attending virtual meetings with staff, parents and pupils:

- o   Teachers will adhere to the school dress code
- o   Teachers will avoid areas with background noise and backgrounds will be inoffensive and not distracting

If teachers will also be working in school, learning tasks and timely feedback will be provided as above but teachers will not be available for virtual meetings or expected to respond to emails unless otherwise agreed.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between during their regular school 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:
- o   Pupils and type of support will be indicated by Class Teachers

> Attending virtual meetings with teachers, parents and pupils:
- o   Teaching Assistants will adhere to the school dress code
- o   Teaching Assistants will avoid areas with background noise and backgrounds will be inoffensive and not distracting

If a pupil who normally receives 1:1 support from a TA cannot attend school support will continue to be provided.

2.3 Subject leads and SENCO

Alongside their teaching responsibilities, our 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 the Headteacher 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
> Alerting teachers to resources they can use to teach their subject remotely

Alongside their teaching responsibilities, our SENCO is responsible for:

> Considering whether any aspects of the curriculum need to adapted for SEND pupils
> Working with teachers teaching remotely to make sure all work set is appropriate and consistent for all pupils
> Monitoring the remote work set by teachers for suitability
> Alerting teachers to resources they can use to teach remotely

2.4 Headteacher

The Headteacher is responsible for:

> Co-ordinating the remote learning approach across the school
> Monitoring the effectiveness of remote learning through regular meetings with teachers, reviewing work set and 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

DSLs will monitor CPOMS regularly and follow up any safeguarding concerns. Please see the Child Protection and Safeguarding Policy and Covid-19 amendment for full details.

2.6 IT staff

IT staff are 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

> 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 Headteacher

> Issues with IT – report to the School Office or directly with 123ICT

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

> Concerns about data protection – report to the Headteacher

> Concerns about safeguarding – talk to the DSL/ Headteacher

4. Data protection

4.1 Accessing personal data

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

> Access only the data made available to them via the school secure cloud service

> Use only school devices provided, such as laptops and tablets rather than their own personal devices

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

Please see the Child Protection and Safeguarding Policy and Covid-19 amendment for full details.

6. Monitoring arrangements

This policy will be reviewed termly 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 and Covid-19 amendment

> Data protection policy and privacy notices

> Home-school agreement

> ICT and internet acceptable use policy

> Online safety policy