

## Remote Learning Policy

<b>Name of School:</b>	St Mary's CofE Primary School
<b>Date of Policy:</b>	November 2020
<b>Member of Staff Responsible:</b>	SLT
<b>Review Date:</b>	November 2021
<b>Consultation:</b>	This policy follows recommendations and statutory guidance from DfE

### **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**

- a) When providing remote learning, teachers must be available between 8.40am – 3:40pm (directed time for the school day).
- b) 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.
- c) When providing remote learning, teachers are responsible for:

##### **i) Setting work:**

- Teachers will set work on Google Classroom for the pupils in their class and/or year group where applicable.
- The work should be aligned as closely as possible to the learning the class would have been engaged with had they been in school.
- Work needs to be set by 9am of the day it is expected to be completed.
- The amount of work provided must be compliant with current DfE guidelines in terms of the time taken to complete.

##### **ii) Providing feedback on work:**

- Feedback will follow the school's relevant policies (e.g. marking) where this is possible. Teachers are not expected to go beyond this.
- Comments must be made through the online learning platform.

##### **iii) Keeping in touch with pupils who are not in school and their parents:**

- Remote provision includes a daily element of live engagement so pupils and adults can interact with one another.
- If there is a concern around the level of engagement of a pupil/s parents should be contacted via phone to establish how the school can assist with engagement.
- All parent/carers emails should come through the school admin account ([teacher.info@stmryb29.bham.sch.uk](mailto:teacher.info@stmryb29.bham.sch.uk))
- Any complaints or concerns shared by parents or pupils should be reported to a member of SLT– for any safeguarding concerns, refer immediately to a DSL.
- The school will establish and maintain systems to gather the views of parents and carers about the effectiveness of provision.

##### **iv) Setting work (in the event of a child self-isolating but not due to a bubble closure)**

- The office team will send an email with details of how their child is able to access remote learning for the duration of the isolation period.
- This will be accessed via the school website and will focus on English and Maths, drawing upon the Oak Academy materials for these subjects and supplemented by other activities provided by the school.
- Children are able to submit work for evaluation by the teacher.

#### **2.2 Teaching assistants**

- a) Teaching assistants must be available between 9am and 3:30 if they are not required on site.

b) 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.

c) During the school day, teaching assistant may complete the following tasks as directed by a member of the SLT.

- Attending virtual meetings with teachers
- Supporting the work of the school in terms of pupil outreach
- Completing Professional Development tasks
- Completing statutory training

## **2.4 Senior leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school: Deputy Headteacher
- Monitoring the effectiveness of remote learning: Deputy Headteacher
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations: Headteacher
- Organising parent/carer access as part of the DfE's 'Getting Help with Technology' scheme: Headteacher
- Provision for pupils with SEN: Assistant Headteacher (Inclusion)
- Engagement of disadvantaged pupils: Assistant Headteacher

## **2.5 Designated safeguarding lead**

The DSL is responsible for managing and dealing with all safeguarding concerns. In their absence, one of the Deputy DSLs must be contacted. For further information, please see the Safeguarding and Child Protection Policy.

## **2.6 ICT Support Team**

ICT 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**

a) Staff can expect pupils learning remotely to:

- Complete work to the deadline set by teachers
- Seek help from teachers if they need it
- Alert teachers if they're not able to complete work
- Follow the school's expectations for behaviour and conduct which are in place when pupils are on-site

b) 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
- Ensure their child is using online provision safely

## **2.8 Governing Body**

The Governing Body 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: Class Teacher
- Issues with behaviour: Phase Leader
- Issues with ICT: ICT Lead or the ICT Support Team
- Issues with their own workload or wellbeing: SLT
- Concerns about data protection: Headteacher

-Concerns about safeguarding: Assistant Headteacher (Inclusion/Pastoral)

#### **4. Data protection**

##### **4.1 Accessing personal data**

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

- Access any data through the school email system and the remote learning platform.
- Follow the amended Acceptable Use Agreement which encompasses provisions related to remote working.

##### **4.2 Processing personal data**

All data should be processed in accordance with the school's Data Protection policy and procedures and the relevant privacy notices for staff, pupils and parents

##### **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 their device password-protected with strong passwords or codes
- 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
- Keeping operating systems up to date and always installing the latest updates

#### **5. Safeguarding**

Please see the Safeguarding and Child Protection Policy; Acceptable Use Policy.

#### **6. Monitoring arrangements**

This policy will be reviewed annually by the SLT. The governing body's Curriculum and Standards committee will have responsibility for overseeing this process.

#### **7. Links with other policies**

This policy is linked to:

- Positive Behaviour policy
- Safeguarding and Child Protection policy
- Curriculum Policy
- Teaching and Learning Policy
- Data Protection Policy and Privacy Notices
- ICT policy
- e-safety policy
- Acceptable Use policy
- Mobile Technology Policy