Remote Learning Policy

GDPR

Data will be processed to be in line with the requirements and protections set out in the UK General Data Protection Regulation.

Policy to be reviewed every 3 years
Reviewed by J Boston 18/01/2021
Reviewed by Governors: Curriculum Committee 18/01/2021
Next review date: Spring 2024

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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 normal contracted hours of work. School operates between 8.40am and 3.15pm / 2pm on a Friday, in term time.

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 –

For their own class and year group, if the work is appropriate. This is achieved collaboratively and through sharing planning for different areas of the curriculum.

The Government guidance recommends 3 hours for KS1 children per day and 4 hours for KS2.

The work will be a mix of live Teams lessons, recorded lessons on Teams, power points, links to other
learning resources/ lessons such as the Oak Academy curriculum, CBBC for example. This should be a
blended approach to allow all children to access the learning at a time which suits the family's needs.

Lessons where a teacher gives a presentation to the class/ year group can be recorded so that children can

access it at any time, but live lessons containing children on screen in an interactive setting must not be

recorded due to safeguarding issues.

A timetable of the work to be set is placed on Itslearning, ideally by the Friday before the following week, to

enable parents to plan the learning at home around their work commitments.

Work should be uploaded onto Itslearning in the appropriate year group room with clear signposts for

children to be able to find the work, if appropriate in the assignments part of the platform.

Children will also be asked to work in the Home Learning Book and Maths no Problem / White Rose Books

(these will be collected from school if needed)

Children who cannot access the platform should be offered paper resource packs of learning on a weekly

basis, to be either collected by the parents at school or delivered by staff in more difficult circumstances

Where possible, devices should be offered on a loan basis to families, initially children with an EHCP,

vulnerable children and children whose parents state that they do not have access to a device at home.

> Teachers will work together to plan the curriculum for both on-site and remote learners to ensure consistency. This will be though Teams meetings, emails or phone calls

> Providing feedback on work –

- o Children will upload work completed onto Itslearning for the teachers to mark and provide feedback

- o Children should expect to receive feedback on one piece of maths and one piece of English each week. Other forms of feedback will include comments from teachers and support staff during live lessons, feedback in drop-in sessions on Teams and feedback over the telephone from LSAs when working at home.

- o Children need to complete the work set them in the allotted time given by the teacher, usually weekly

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

> Children who are not in school will be contacted weekly by a member of the year group team- either an LSA or a teacher who is working remotely. Any concerns will be logged onto CPOMS for SLT to action as necessary. Contact can be via phone call, live lessons, chats on ItsLearning, work feedback.

- o Children who are not in school but who are accessing regular remote learning, a member of the year group team will make a quick call to them once a week to check on their well-being and other factors that may not be obvious on a Teams meet.

- o Parents should not expect to have emails answered outside of teachers' normal working hours. Teachers who are working remotely will pick up emails for their year group team who are working in school. Expect up to 5 working days to respond to a parent email.

- o How they should handle any complaints or concerns shared by parents and pupils – these complaints would be handled through the normal complaints procedure in school. Parents should NOT raise complaints within pupil's live lessons but should be directed through the appropriate channels.

- o Failure to complete work will in the first instance be handled by the class teacher in liaison with the parents. This may be referred to SLT.

> Attending virtual meetings with staff, parents and pupils –

- o Dress code is addressed through the staff's Code of Conduct. Smart dress at all times for staff.

- o Locations – avoid areas where there is likely to be a distraction. Always have 2 members of staff on the Teams call to pupils. Never have 1:1 meetings with a pupil.

Teachers working on-site teaching children of critical workers/ vulnerable children are not responsible for the on-line learning but are purely there to teach the children present in school. Teachers working from home as per the rota are responsible for the children at home.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during their normal contractual 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. Depending on the circumstances, they will be asked to do some work at home to support the classes/learning/resources.

When assisting with remote learning, teaching assistants are responsible for:

> Supporting pupils who aren't in school with learning remotely –

> By phoning children who are not in school for their class/year group

> Making resources for lessons

> Collating packs of learning for children who cannot access devices for online learning

> Attending virtual meetings with teachers, parents and pupils

Dress code as per the Code of Conduct

Teaching assistants will also be working in school, will support the learning of the children in their year group bubble.

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 joining on line learning, checking Itslearning for content, dealing with queries from parents, being accountable to the governing body and Ofsted

> Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

Please see the Safeguarding Policy and Covid Addendum

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 office

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 – if you know of any resources staff should point parents towards if they're struggling, include those here

> Be respectful when making any complaints or concerns known to staff and do these in the appropriate manner or through the complaints procedure

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 class teacher or phase leader

> Issues with behaviour – class teacher in the first instance or SLT

> Issues with IT – talk to IT staff or IT technician

> Issues with their own workload or wellbeing – talk to their phase leader or line manager

> Concerns about data protection – talk to the Office Manager or DPO

> 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 Angela Kirk data set for attainment

CPOMS for contact details

Any queries contact the school office or Business Manager

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 of children 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 should ensure that 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

See the latest Safeguarding Policy on school website

6. Monitoring arrangements

This policy will be reviewed every 3 years, or earlier if required and it will be approved by Curriculum Committee

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 and privacy notices

> Home-school agreement

> ICT and internet acceptable use policy

> Online safety policy

> Code of Conduct for staff

Protocol for remote learning for children and parents