

Hutton Henry CE Primary School



Remote learning policy

Approved by:

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Contents

1. Aims	2
2. Roles and responsibilities	2
3. Who to contact	4
4. Data protection	5
5. Safeguarding	5
6. Monitoring arrangements	5
7. Links with other policies	5

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 between 8:30am – 4pm

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 or classes / groups they teach
 - The amount of work needs reflect coverage in class, for eg 3-4 hours / per day
 - Work needs to be set in time for children to start at the usual time ie 9am on the day following notification into school.
 - Work will be sent via email for all classes, although for those using Teams, the email will be reminding families that they should refer to Teams for the details of their work.
 - Use of online learning activities already in place will continue, such as Mathletics, Times Tables Rock Stars, Grammer.Org etc
 - Consideration of tasks to ensure consistency and to make sure pupils with limited access to devices can still complete the work
- › Providing feedback on work:

- Work can be returned in person or via email/ Teams . Feedback should be given throughout the week via email.
- Keeping in touch with pupils who aren't in school and their parents:
 - Parents will be expected to update the school office during periods of absence – the school office may telephone and/or email home in certain circumstances. Likewise, teachers may contact parents and/or pupils regarding remote learning.
 - All emails will be directed into the school office and forwarded on to staff – a reply via the school office, if a reply is needed this will be in working hours but not at the expense of teaching the children in school.
 - Complaints and concerns should seek to be resolved informally however the complaints process is on the school website and parents can be signposted there if necessary.
 - Safeguarding concerns should follow the same procedures in school and follow the KCSIE policy.
- Attending virtual meetings with staff, parents and pupils:
 - Dress code should be as it is in school
 - Locations (e.g. avoid areas with background noise, consider blurring the background or using a pre-set background – there should be nothing inappropriate in the background)

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8:30am – 4pm. (or usual school hours for P/T staff)

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 at the discretion of the classteacher, pupils identified by the classteacher
- Support may be via telephone call or differentiated work
- Attending virtual meetings with teachers, parents and pupils:
 - Dress code should be as it is in school
 - Locations (e.g. avoid areas with background noise, consider blurring the background or using a pre-set background – there should be nothing inappropriate in the background)

If teaching assistants will also be working in school, where relevant explain who will cover the responsibilities above during this time.

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 by checking coverage against the long term plans and through regular meetings with teachers.
- 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 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

The DSL is responsible for:

- Ensuring safeguarding procedures are followed in school, outlined in the Keeping Children Safe in Education policy along with the additional safeguarding guidance : a response to Covid.
- Following the local authority Children Missing from education (CME) flowchart

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 senior leadership team
- › Issues with IT – talk to IT technician or report issues to ICT lead
- › Issues with their own workload or wellbeing – talk to the senior leaders
- › 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:

- › Use the Office 365 cloud, secure cloud service or a server in your IT network (for school business manager)

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as contact details and/or 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

Our current KCSIE policy and the additional safeguarding guidance : a response to Covid can be found on the school website

6. Monitoring arrangements

This policy will be reviewed termly at every curriculum and standards committee meeting (whilst in Tier 2 or higher)

At every review, it will be approved by the curriculum and standards 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