

Remote learning policy

Northwood Primary School



Approved by:

Chair of Governors: Viv
Garrett

Date: 22nd January 2021

A white rectangular box containing a handwritten signature in black ink that reads 'V. Garrett'.

Next review due by:
22.02.2021

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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 between 8:45 – 4:30.

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 all the children in their class, including SEND and vulnerable.
 - 3 hours for key stage 1 and 4 hours for key stage 2.
 - Timetables and learning links should be sent to parent's emails/key stage 2 children's emails, put on the Parent section of GDrive/the shared server and sent to relevant staff, including the HT.
 - Ensure the staff who are in school supporting children in your class have all the relevant planning and in good time.
- › Providing feedback on work:
 - In EYFS/Cherry learning will be uploaded by parents on to Tapestry. Across the other year groups learning will be emailed in by parents or children. These documents should be saved digitally in a folder for each individual pupil.
 - Teachers will feed back regularly to individuals via email and whole class feedback will take place in the class Zoom meetings. Teachers will not need to feedback on every piece of work produced.

- Keeping in touch with pupils who aren't in school and their parents:
 - Teachers will communicate regularly with parents via email and phone calls where appropriate. The SLT will contact the families who are not engaging with home learning using the information provided by the teachers.
 - Teachers should not reply to emails from parents any later than 5:30.
 - Any concerns/complaints expressed by parents should be shared with the SLT and dealt with using the procedures set out in the Complaints Policy.
 - If pupils are not engaging/being supported at home a member of the SLT will follow this up.
- Attending virtual meetings with staff, parents and pupils:
 - Dress code – should be the same as staff would wear to school.
 - Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8:45 and 2:45.

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:
- Attending virtual meetings with teachers, parents and pupils:
 - Dress code - should be the same as staff would wear to school.
 - Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – the lead on Remote Learning is Sarah Hussey (H.T)
- Monitoring the effectiveness of remote learning.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

- See Child Protection and Safeguarding policies with Covid addendums.

Assisting pupils and parents with accessing the internet or devices

2.6 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 aware that staff will not always be able to respond immediately as they may be in school supporting children.

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:

Here are some suggested issues and the most likely points of contact, but adapt and add to this as needed:

- › Issues in setting work – talk to the SLT.
- › Issues with behaviour – talk to the SLT.
- › Issues with IT – talk to Mr Dan Morgan.
- › Issues with their own workload or wellbeing – talk to the SLT.
- › Concerns about data protection – talk to the data protection officer (SBM)
- › Concerns about safeguarding – talk to the DSL (there are 3 – HT/DH/SBM)

4. Data protection

4.1 Accessing personal data

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

- Access data using the secure cloud system or the school's IT network.
- Use school provided devices for this, not personal ones.

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.

- › 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. Monitoring arrangements

This policy will be reviewed at February half term if the school remains only open to vulnerable and critical worker children.

6. 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