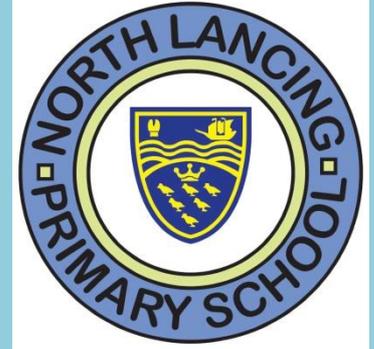


NORTH LANCING PRIMARY SCHOOL



Remote Learning Policy 2020-2021

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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 the school hours of 9am and 3pm. Contact must be through the school office if it is a single case of isolating as the teacher will be in the classroom teaching.

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:
 - Staff will set work for their own class/year group
 - Work will include a range of activities across different subject areas providing up to 3 hours of learning per day.
 - A week's worth of work will be uploaded for every week of absence.
 - Work will be available on the following platforms: Reception – Tapestry/StudyBugs; Year 1 to Year 3: ClassDoJo/StudyBugs; Year 4 to Year 6 dedicated websites.
 - If only one class is isolating, staff will liaise with the other class in school to ensure consistency.
- › Providing feedback on work:
 - Pupils will upload work using their designated platform (see setting work above)
 - Teachers will provide a brief comment on work – this will be sent within school working hours up to 4pm at the latest.
 - Deadlines for work will be posted on the platforms.
- › Keeping in touch with pupils who aren't in school and their parents:
 - The office will make contact with parents of pupils not in school in the first instance.
 - Staff will answer emails as soon as possible within school working hours. These should be home-learning related only. Any other messages should be through the school office.
 - Any safeguarding concerns should be shared with the DSL (Headteacher of SENCo)

- Failures to complete work will be followed by the office initially via an email or telephone call. If there is further non-compliance, the class teacher will request the work before being followed by a member of the SLT.
- Attending virtual meetings with staff, parents and pupils:
 - All staff will follow the school dress code for virtual meetings.
 - Meetings take place from the school premises or an appropriate setting at home. Staff should avoid areas with background noise, and ensure there is nothing inappropriate in the background.
- > If staff are also teaching in school:
 - If teachers will also be working in school, responses to remote learning will be limited to after the school day. Any links to lessons taking place in class that are transferable to the platform can be shared.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between their normal working hours (9am – 3pm).

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:
 - By providing activities and feedback under the direction of the class teacher.
 - By providing additional support for pupils they would usually help in the school setting. This will be through additional messages in the first instance.
- Attending virtual meetings with teachers, parents and pupils:
 - All staff will follow the school dress code for virtual meetings.
 - Meetings take place from the school premises or an appropriate setting at home. Staff should avoid areas with background noise, and ensure there is nothing inappropriate in the background.
- > If staff are also supporting in school:
 - If teaching assistants will also be working in school, responses to remote learning will be limited to after the school day.

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
- 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 termly review meetings
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

- › Coordinating and maintaining regular contact with any pupils that there are safeguarding concerns for.
- › Supporting staff to maintain regular contact with pupils with safeguarding concerns.
- › Maintaining records for pupils with safeguarding concerns.

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

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

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 relevant class teacher or SENCO
- › Issues with IT – talk to JSPC
- › Issues with their own workload or wellbeing – talk to their line manager
- › Concerns about data protection – talk to the data protection officer (Clare Smith)
- › Concerns about safeguarding – talk to the DSL (Emma Brown)

4. Data protection

4.1 Accessing personal data

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

Explain:

- › How they can access the data, such as on a secure cloud service or a server in your IT network

- › Which devices they should use to access the data – if you've provided devices, such as laptops, make staff use these 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 refer to the school safeguarding policy for further information.

6. Monitoring arrangements

This policy will be reviewed annually by the Headteacher and Governing Board. 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 policy
- › Data protection policy and privacy notices
- › Home-school agreement
- › ICT and internet acceptable use policy
- › Online safety policy