

Netherhall Junior School  
Netherhall Learning Campus



## Remote learning policy

<b>Last reviewed on:</b>	January 2021
<b>Next review due by:</b>	Ongoing following government guidance

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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 8:30 and 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 children in your class
  - A daily reading, writing and maths learning activity
  - Work should be set by 9am each day and can be uploaded in advance
  - Class dojo work and Purple Mash should be used for all learning activities
  - Year groups should coordinate any work set to ensure equity in provision
- Providing feedback on work –
  - Pupils returning work via Dojo or Purple Mash should receive comment or acknowledgement
  - If class task set, teachers should recognise successes at every level
  - Returned activities only need to have one feedback interaction (avoiding double or triple marking)
- Keeping in touch with pupils who aren't in school and their parents
  - Weekly register and DSL safeguarding list used for contact – online teacher and DSL responsible
  - Teachers must respond to any contact within 48 hours and this will be done during normal working hours unless a safeguarding concern or emergency
  - Safeguarding concerns logged using CPOMs as normal process and DSL contacted if immediate concern.
  - If pupils and families are not engaging in learning activities – teachers are to explore what reasons may be and follow necessary pathway as they would in school e.g SENCo, EAL, MHST
- Attending virtual meetings with staff, parents and pupils - if necessary
  - Staff will ensure they follow school code of conduct including appropriate dress code
  - Meetings should be held with a blank or plain background
  - SLT or non-teaching staff may hold meetings with parents/pupils if usual teacher is teaching in school (key worker etc)

### 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9am and 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 –
  - Supporting pupils that may require 1:1 or bespoke intervention
  - Providing advice and resources that may be accessed remotely or sent home as a support e.g. flashcards

## **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 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**

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, we will ensure that a robust communication plan is in place for that child or young person. Details of this plan will be recorded, as will a record of contact made. The communication plans might include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded. This school and our DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan. This plan will be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate. We will share safeguarding messages on our website and social media pages. We recognise that this school is a protective factor for children and young people, and the current circumstances, can affect the mental health of students and their parents/carers. Teachers at this school will be aware of this in setting expectations of students' work where they are at home. The school will ensure that where we care for children of critical workers and vulnerable children on-site, we ensure appropriate emotional and pastoral support is in place for them. Any issues or concerns which arise will be recorded

## **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
- › Try and complete work set by teachers or show a level of engagement each week.
- › 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 year group team or subject lead
- › Issues with behaviour – contact Miss Hudson, SENCo, or Miss Lees, MHST lead
- › Issues with IT – contact IT admin team
- › Issues with their own workload or wellbeing – talk to a member of SLT
- › Concerns about data protection – talk to the Head
- › Concerns about safeguarding – talk to the DSL or Deputy DSL

## 4. Data protection

### 4.1 Accessing personal data

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

- › Access the data using secure access from school laptop
- › Use Microsoft Office/Teams when communicating with colleagues

### 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**

The updated Safeguarding policy and COVID addendum can be found here -

<https://www.nlconline.org.uk/rawthorpe-junior-school/for-parentscarers/coronavirus-information/>

## **6. Monitoring arrangements**

This policy will be reviewed yearly or in line with national changes by Zoë Lowe. At every review, it will be approved by Michael Kent and approved by Governors once a year.

## **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
- › ICT and internet acceptable use policy
- › Online safety policy