REMOTE LEARNING POLICY

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Developed by: **Kirsty McGrath**

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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

Roles and responsibilities

Teachers

Teachers must be available between 9am and 3pm. If they are 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 procedures of speaking to the head of school or assistant head teacher.

Teachers are responsible for:

Setting work

Creating a weekly timetable of work for the year group in liaison with year group team. This must include subjects from across the curriculum. Work will be set on the SIMs engage platform.

Set differentiated work using Oak National Academy, RWI, White Rose Maths

These daily plans need to be emailed to the office and Head of School to ensure consistency and to be put on the web site

Staff will lead 3 live zoom sessions daily with children. 9am – Collective Worship/Registration, 11am – Lesson Input, 1pm – afternoon registration and lesson input. (Times are a rough guide)

Any children isolating due to COVID, work will be provided on the SIMs Engage platform. Live learning will only be facilitated if the whole class/school are closed. This is due to the practicalities when the class remains fully functioning.

Working as a year group team to ensure the above work is planned and ready

Online safety curriculum to be followed and help and guidance shared with parents

Providing feedback by email if required or via SIMs engage

Pupils can send any completed work to teachers via year group emails or SIMs engage

Keeping in touch with pupils and parents through regular communication

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Messages sent via class dojo

Emails from parents need to be responded to within 48hours

Teachers are to attempt to speak with all pupils every week from school telephone or from a withheld number. Contact numbers would be available on the shared area which can be accessed from home. Please ensure you log off and do not share the information with a third party. Record all contact with families on CPOMs and add any relevant actions. Learning Mentors will be assigned families to contact for further support.

Any safeguarding concerns raised during calls or emails must be reported to a DSL and recorded on CPOMs

Contact should be polite and encouraging. Teachers must adhere to the email policy and not give out any personal details. Any concerns must be shared with SLT. There is no expectation from school that work needs to be completed within a set time. We believe that parents will be doing their best.

Attend virtual meetings with other member of staff, other professionals and parents where appropriate

Teaching assistants

When assisting with remote learning, teaching assistants must be available between their contractual working 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.

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

Supporting pupils with their learning remotely when requested to by SENCO or SLT

Attend virtual meetings on zoom with teachers, parents and pupils when requested.

Learning mentors to help with keeping in touch calls and welfare calls.

Subject Coordinator

Subject co coordinators are responsible for

Monitoring and reviewing work set by teachers in their subject

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

Co coordinating the remote learning across the school

Monitoring the effectiveness of the remote learning –reviewing work set by teacher's weekly and reviewing attendance records for remote learning on OneDrive.

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

Designated Safeguarding Lead

The DSL is responsible for:

Maintain contact with vulnerable pupils who are working remotely and collating on and auctioning any concerns raised by staff around pupils who are working remotely

See COVID amendments to child protection policy

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

Data Protection

Accessing personal data

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

All staff to access to CPOMS to record any contactor concerns about pupils. This is accessed by a secure password. Ensure you log out after use. Do not allow access to the site of any third party.

Teachers are able to access parent contact details via a secure link on shared area. These must not be shared with a third party

School laptops are the schools preferred devices to be used when accessing personal data and information on pupils.

Processing Personal Data

Staff members may need to collect and/or share personal data such, such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to function of our school and doesn't require explicit permissions.

However, staff are reminded to collect and/or share as little personal data as possible online.

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)

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- 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

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

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