Remote learning policy

Carlton Junior & Infant School

Approved by:	Governors	Date:	
Last reviewed on: **November 2020**			
Next review due by:	November 2021		

Contents

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 and 3.15pm.

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 -

- o To set daily activities on Purple Mash

- o The work will be set before the start of the day

- o Work should also be set on class pages with instructions and worksheets

- o Liaise with other teachers to ensure consistency in work being set

- o Sign post parents to additional activities i.e The Oaks Academy and the Graduate Zone

> Providing feedback on work –

- o Completed work which is not set on Purple Mash eg class page, should be returned to the class teacher via email

- o Feedback through email should be provided for work send by email and feedback for online work should be provided through Purple Mash

- o Weekly feedback should be given to all children

- o If the class teacher is unable to mark the work due to illness, then if feasible, the school may provide feedback by another member of staff (SLT)

> Keeping in touch with pupils who aren't in school and their parents –

- o Weekly phone calls should be made to parents whose children are not at school

- Follow the complaints policy for any complains and the safeguarding policy for any safeguarding concerns
- Pupils who fail to complete work should be contacted more regularly
- Identify whether failure to complete work is due to lack of resources at home eg ICT equipment and provide alternative arrangements eg home packs
- If the class teacher is unable to keep in touch due to illness, then a member of SLT will be in touch

> Attending virtual meetings with staff, parents and pupils –
  - You must be dressed accordingly as stated in the schools Code of Conduct policy
  - Locations- Avoid meetings in noisy places and try to have a plain background
  - Any lessons that take place in class can be recorded and streamed so that there is consistency in what children in and out of school are learning

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9am and 3.15pm.

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 –
  - Especially those who may need more support and are on intervention plans
  - Calls to be made to offer extra support with completing work set
> Attending virtual meetings with teachers, parents and pupils –
  - You must be dressed accordingly as stated in the schools Code of Conduct policy
  - Locations- Avoid meetings in noisy places and try to have a plain background

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:
> Considering whether any aspects of the subject curriculum needs 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 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

The DSL is responsible for:

Following up any safeguarding concerns as stated in the school Safeguarding policy

2.6 IT staff

IT staff (Miss Mawson and IT company) 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 – 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 either the Deputy Head or Headteacher

> Issues with IT – talk to Miss Mawson

> Issues with their own workload or wellbeing – talk to the Deputy Headteacher

> Concerns about data protection – talk to the Headteacher

> Concerns about safeguarding – talk to any of the four DSL's

4. Data protection

4.1 Accessing personal data

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

> Use the devices provided by school and not use 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

See the Safeguarding policy

6. Monitoring arrangements

This policy will be reviewed termly. At every review, it will be approved by the full governing body.

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

> Acceptable use policy