

# Remote learning policy

Longden CE Primary School and Nursery



## March 2023

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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

- › SENCOs will support staff in ensuring that suitable activities, tasks and access to learning is provided wherever possible.

### 2.1 Teachers

When providing remote learning, teachers must be available during normal school opening 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 providing remote learning, teachers are responsible for:

- › Setting work
    - for all children in their class or in the case of support groups children on their registers
    - work should be set for the core subjects reading, writing and maths together with other work from at least one other subject in the termly plan during the week
    - work needs to be set in good time to allow children or parents to download or access it and not later than thirty minutes before the regular starting time of 8.50am
    - the principle platform for sharing work will be ClassDojo making use of the class portfolio system for setting and returning work
    - support will need to be given for those homes with limited access to online resources, such as photographs or screen shots of worksheets emailed to home
  - › Providing feedback on work
    - pupils will post their completed work as draft files in their portfolios
    - teachers will mark the work or provide correct versions for home marking
    - regardless of how the work is marked, all work will be acknowledged
    - in the case of poor work or problems with learning, feedback must be given in order to encourage children to improve their attempts
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➤ Keeping in touch with pupils who aren't in school and their parents

- older children should be encouraged to answer a daily register at a specified time
- all teachers will monitor engagement with home learning and inform the headteacher when children are not regularly returning work
- from time to time parents may wish to engage staff in discussion about their child's work but the extent of this should reflect what is possible remotely and what is normal for school
- teachers are encouraged to engage with individual children via ClassDojo in order to maintain engagement with remote learning and to monitor children's wellbeing

➤ Attending virtual meetings

- staff will expect to attend virtual meetings as part of the school's regular business and CPD programme
- meetings with parents will be arranged as and when necessary as a whole school approach

DURING SCHOOL CLOSURE, STAFF WILL BE EXPECTED TO LIMIT THEIR PRESENCE IN SCHOOL TO AN ABSOLUTE MINIMUM.

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between the hours timetabled in the learning support programme.

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 activities identified by class teachers or IEPs
- to engage in activities as directed by school leaders

## 2.3 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

Insert details, such as:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning through regular meetings with teachers, reviewing work set or seeking 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:

- continuing as the point of contact for all staff reporting issues or concerns regarding safeguarding
- promoting the safety and wellbeing of all children with particular reference to the provision for online safety as set out in the school's Safeguarding Policy

## 2.6 IT support

During remote learning teaching staff are able to secure IT support via the school's IT support provider.

## 2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- › Be contactable during the school day although 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 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
- › supporting the school in achieving its aims for remote learning with particular regard for minimising the risk of failure for those vulnerable children whose education is disrupted

## 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 head or deputy headteacher or colleagues
- › Issues with behaviour – talk to the head or deputy headteacher
- › Issues with IT – talk to admin staff for the IT support contact
- › Issues with their own workload or wellbeing – talk to headteacher
- › Concerns about data protection – talk to the data protection officer
- › Concerns about safeguarding – talk to the DSL

## 4. Data protection

### 4.1 Accessing personal data

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

- › liaise with admin staff who will access data on their behalf via the school's IT management system

### 4.2 Processing personal data

Staff members may need to collect and/or share low-value personal data such as email addresses or ClassDojo logins 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

All staff should have regard to the school's practices and procedures as set out in the Safeguarding Policy.

## 6. Monitoring arrangements

This policy will be reviewed following any period of whole school remote learning by the headteacher who will report findings to the governors.

## 7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding policy
- Data protection and privacy notices
- ICT and internet acceptable use policy
- E-safety policy