

Remote learning policy



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1. Aims

This remote learning policy for staff aims to:

- › Ensure consistency in the school's approach to remote learning
- › 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

Teachers must be available between 9am and 3:30pm. 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 procedures. If it affects the completion of any work required ensure that arrangements have been made with year group staff or SLT to ensure work is completed.

Teachers are responsible for:

- › Setting work:
 - Creating a weekly timetable of work for their year group in liaison with other year group staff. This must include subjects from across the curriculum.
 - Set differentiated Maths work including Mathematics
 - Set differentiated Literacy work and encourage the use of accelerated reader.
 - Year group weekly timetables to be emailed directly to the Team Leader and Head Teacher the Thurs/Fri before the week the work commences. The Team Leader needs to check the content of what is being sent out and can then authorise for sharing via Evidence Me, Marvellous Me (when up and running) or send to the School Business Manager for emailing to parents.
 - Any hard copy work packs should be made up and sent to the Head Teacher for delivery in readiness for the first day of absence.
 - Teachers should work as a year group team to ensure the above work is planned and ready.
 - Online line safety curriculum to be followed at [thinkuknow website](#). The page has been created to support parents during COVID-19 and the closure of schools. Parents/carers should be directed to this site to complete these tasks with their children throughout their remote learning time.

› Providing feedback on work:

- Pupils can send any completed work to teachers via year group emails
- Teachers can email back any marking and feedback if required
- Teachers should respond to any emails from parents/children within 48 hrs

› Ensuring compliance with GDPR:

- Teachers should respond directly to parents / carers but should NEVER send group emails.
- Teachers need to ensure that email addresses / contact details remain confidential and are not shared with anyone else or used for any other purpose than that connected to remote learning.

› Keeping in touch with pupils and parents:

- Weekly Evidence Me / Marvellous Me to be sent to classes or isolating families.
- Emails received in the year group email from parents and pupils are to be checked between 9am and 3:30pm, Mon- Fri. Emails must be replied to within 48hrs. Only send replies between these times. Anyone can respond to year group enquiries it does not have to be the actual class teacher.
- Any issues that are received are to be dealt with professionally by the class teacher, forwarding any issues that can't be resolved to the Team Leader or Head Teacher.
- Teachers are to attempt to make contact with all pupils in their class every 2 weeks via telephone call if in school or from a withheld number at home (if possible). Record all contacts with parents on CPOMs and add any relevant actions. Ensure all safeguarding concerns are raised immediately with the DSL or DDSs.

Contact should be polite and encouraging. Teachers must adhere to the social media policy and not give out any personal details. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly.

› Attending virtual meetings with staff, parents and pupils:

- There is no expectation for virtual meetings with parents and pupils, however if they do occur, avoid areas with background noise, and ensure there is nothing inappropriate in the background.

2.2 Teaching assistants

Teaching assistants must be available between 9am – 3pm, Mon to Fri. During this time they are expected to check work emails and be available when called upon. 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 procedures.

Teaching assistants are responsible for:

› Supporting pupils with learning remotely:

- When requested by the SENCO, class teacher or Team Leader

› Attending virtual meetings with teachers, parents and pupils:

- There is no expectation for virtual meetings with parents and pupils, however if they do occur, avoid areas with background noise, and ensure there is nothing inappropriate in the background.

2.3 Subject leads

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

- › Monitoring the work set by teachers in their subject and offering support where needed.

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- › Co-ordinating the remote learning approach across the school – SLT
- › Monitoring the effectiveness of remote learning – reviewing work set by teachers weekly, monitoring Mathletics and Accelerated Reader, monitoring email correspondence between parents and teachers.
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

2.5 Designated safeguarding lead

- › The DSL and DDSs are responsible for:
- › Maintaining contact, collating, passing on information and responding to any concerns.
- › Continuing to attend all multi agency meetings.

2.6 Pupils

Staff can expect pupils to:

- › Be contactable during the hours of the school day 9am – 3:15pm – although they may not always be in front of a device the entire time
- › Seek help if they need it, from teachers or teaching assistants via the year group emails
- › Alert teachers if they're not able to complete work

2.7 Parents

Staff can expect parents to:

- › Seek help from the school if they need it via the year group emails or the schools main email address: office@lakesprimary.co.uk
- › Be respectful when making any issues or concerns known to staff

2.8 Local School's 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 systems are appropriately secure, for both data protection and safeguarding reasons.

3. Who to contact

If staff have any questions or concerns, they should contact the following individuals:

- › Issues in setting work – talk to Team Leaders / the relevant subject lead / SENCO / SLT
- › Issues with behaviour – talk to the SENCO/SLT
- › Issues with IT – talk to our IT providers via the usual route

- › Issues with their own workload or wellbeing – talk to their Team Leader / SLT / Local School's Board
- › Concerns about data protection – talk to the SBM or Head Teacher.
- › Concerns about safeguarding – talk to the DSL or DDSLs

All staff can be contacted via the school email addresses in the usual way. If working remotely these should be checked regularly during the hours of 9:00am and 3:30pm during weekdays.

4. Data protection

4.1 Accessing personal data

When accessing personal data, all staff members will:

- › All staff have access to CPOMS to record any parent contact or concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site by any third party.
- › Teachers are able to access parent contact details via Team Leaders / SBM / HT – although Evidence Me / Marvellous Me will have direct links via their respective apps. Do not share any details with third parties.
- › SLT have the ability to locate personal details of families when required through securely accessing SIMS. SLT are not to share their access permissions with other members of staff.
- › School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

4.2 Sharing personal data

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

While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

Devices such as memory sticks may not be used. Use shared drives via school instead in order to protect the data we hold.

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)
- › Not sharing the device among family or friends
- › Keeping operating systems up to date – always install the latest updates

5. Safeguarding

Any concerns relating to children who are not attending school must be shared immediately. Log all details on CPOMS but ensure you speak directly to the DSL or DDSL to share your worries.

The child protection policy and safeguarding policy should be followed and all staff are required to report any concerns directly to the Multi Agency Children's Hub 01642 130700 if there are immediate concerns and you are unable to reach the DSL / DDSL's.

6. Monitoring arrangements

This policy will be reviewed termly during 2020 to reflect the changing needs of the community.

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
- E-Safety Policy