Remote Learning Policy

Wroxton CE Primary School

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

- Head Teacher – responsibility for ensuring all children have access to remote learning opportunities.

- Office Manager – Responsibility for ensuring technical support is in place

- ICT Lead – Responsibility for ensuring available links are on the website and that new resources are added and links work effectively. Responsibility to ensure any staff training is identified and supported in the use of remote learning. Where necessary create training guides for staff, parents and children.

- All Teachers have responsibility for ensuring appropriate content and timetables for remote learning

2.1 Teachers

When providing remote learning

- Teachers must be available between 9.00 am and 3.30pm for direct teaching.

- Teacher's to be available from 8.30 am – 9.30am and 3.30pm and 5.00pm for marking and responding to parents.

- If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent that is ill, they should report this using the normal absence procedure. Where possible teachers will continue to set independent tasks. If this is not possible then arrangements with other teachers will be made to set work on Class Dojo for absent staff.

When providing remote learning, teachers are responsible for:

- Setting work on Class Dojo for independent learning.

- Setting up agreed timetable for direct face to face virtual learning if possible.

- The amount of work set for their class and the types of work, which should reflect learning planned in school.

- The timetable – this is to include face to face virtual teaching for example PE, phonics lessons, maths videos where appropriate.

- Feedback sessions. This can be phone calls, video session or marking and commenting on uploaded work.

- Agreed time for work and timetable to be published.

- Agreed times for work to be submitted for marking eg on Class Dojo.

- Teachers will keep in touch with parents through Class Dojo and also through class email system. Teachers will only respond to emails up to 5.00pm each evening.

- If any safeguarding concerns, or complaints are submitted to teachers they will immediately contact the DSL or Deputy DSL.

- If a child is failing to complete work set or engage with online learning class teachers will contact parents in the first instance to find out why. If this continues a further call will be made and notification of escalation to senior teachers will be issued. In the event of no improvement Senior Teachers will contact parent and child.

- Teachers will dress appropriately for and virtual meeting with either a child, parent or professionals meeting

- Meetings must not take place in bedrooms

- In the event of some children in school and some out, teachers will set work for the children to work on remotely and upload to Class Dojo.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available within their normal 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:

- liaising with class teachers and SENDco to see how they can support.

- All Teaching Assistants are linked to Class Dojo and can see work set and are able to approve and mark work

- Must ensure if they are uploading videos they are dressed appropriately and take account of where they are.

- No videos to be uploaded in bedrooms.

2.3 Subject leads

Subject leads including SENDco will liaise and support teachers where necessary.

Alongside their teaching responsibilities, subject leads are responsible for:

- Monitor remote learning through accessing children's individual portfolios so they can look at the quality of work being set and produced.

- They are also able to comment on children's work.

- Support teachers in making adaptations to how learning is organised.

- Meet with teachers regularly to discuss work set and to look at consistency across the bubbles.

- 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 in liaison with other staff

- Monitoring the effectiveness of remote learning – explain how they'll do this, such as 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 April Guiness and the Deputy DSL is Carol Taylor.

2.6 IT Lead

IT lead is responsible for:

- Working with TURN IT On for external support

- Helping staff and parents with any technical issues they're experiencing where possible

- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

- Ensuring links on website are active

- Flagging useful links to all staff

- 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 support

- 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

- Ensure staff well being

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 SENDCo (Mili Wright)

Issues with behaviour – talk to either Head Teacher (April Guiness) or Assistant Head (Carol Taylor)

Issues with IT – talk to IT Lead (Gemma Ruffle) or log issue with TURN IT On

Issues with their own workload or wellbeing – talk to head teacher, Chair of Governors or Link Governor

Concerns about data protection – talk to Office Manager (Justine Sullivan) in the first instance.

Concerns about safeguarding – talk to the DSL (April Guiness) or Deputy DSL (Carol Taylor)

4. Data protection

4.1 Accessing personal data

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

Use their school laptop to access Scholar Pack.

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

All school safeguarding procedures will apply even when working remotely.

6. Monitoring arrangements

This policy will be reviewed at least annually.

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 learning policy

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Completed by:	April Guiness	**Date:** September 2020
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