

# Remote learning policy

## Eastcombe Primary School



<b>Approved by:</b>	Claire Jones	<b>Date:</b> 29/9/2020
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# Contents

1. Aims .....	2
2. Roles and responsibilities .....	2
3. Who to contact .....	4
4. Data protection .....	4
5. Safeguarding .....	5
6. Monitoring arrangements .....	5
7. Links with other policies .....	5

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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

### 2.1 Teachers

When providing remote learning, teachers must be available between 8.45-3.20pm.

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:
  - Teachers will set work for their class
  - Teachers will set work daily which mirrors the classroom curriculum where possible
  - Work will be set by 9.15 am each day
  - Work will be uploaded to Class Dojo for children in Y1-Y6 and Tapestry for Reception children
  - Teachers need to be mindful that work must not require printing out by families.
- Providing feedback on work
  - Teachers will receive completed work from pupils daily using ClassDojo
  - Where relevant teachers will give feedback or mark work when it has been uploaded
  - Teachers will not be required to give feedback outside of their working hours
- Keeping in touch with pupils who aren't in school and their parents
  - Teachers should only make contact with parents using the learning platforms or using their staff email address. Contact with parents should be within their working hours.
  - Teachers should not reply to parent emails or Class Dojo messages outside of their working hours.
  - Teachers should share any complaints or relevant comments with the Head Teacher/SEND/CO/DSL

- The Head Teacher will make contact with families who are not engaging with remote learning via email or phone. Support will be offered.
- Attending virtual meetings with staff, parents and pupils
  - Teachers will uphold professional standards when attending virtual meetings, virtual assemblies and staff meetings.
  - Teachers need to ensure they conduct virtual events in a professional and safe environment.

If teachers are working in school they will still be required to set daily remote learning. The beginning of the school day has been designed to facilitate this. Remote learning will mirror classroom learning where possible. Live streaming of lessons will not be permitted.

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available for their designated 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 who aren't in school with learning remotely
  - Supporting pupils from their class who are struggling to engage. Support will be offered via the learning platform or phone calls.
  - Help the class teachers offer feedback to pupils.
- Attending virtual meetings with teachers, parents and pupils
  - Staff will uphold professional standards when attending virtual meetings, virtual assemblies and staff meetings.
  - Staff need to ensure they conduct virtual events in a professional and safe environment.

Teaching Assistants working in school will continue their normal duties.

## 2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject remotely to make sure all work set is consistent
- Alerting teachers to resources they can use to teach their subject remotely

## 2.4 Senior leaders

Alongside any teaching responsibilities, the Head Teacher is responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning through regular meetings with teachers, 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:

- Children and young people, staff should respond robustly to safeguarding concerns and contact the DSL in line with our established safeguarding procedure.

Please refer to our updated Child Protection policy and addendum.

## 2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Complete all home learning that has been set by the class teacher, to the best of their ability and following school expectations
- Complete their work in the book provided, with the date, Learning Challenge and high standards of presentation
- 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:

- Show commitment to home learning and support their children with this
- Enable their children to complete home learning tasks
- Enable their children to attend virtual events designed to support their learning and well-being
- Upload work onto Class Dojo or Tapestry daily
- 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

## 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 Head Teacher
- Issues with behaviour – talk to the Head Teacher
- Issues with IT – talk to office staff or create a ticket to our IT support team if necessary
- Issues with their own workload or wellbeing – talk to their Head Teacher or Governors
- Concerns about data protection – talk to the Head Teacher
- Concerns about safeguarding – talk to the DSL/Head Teacher

## 4. Data protection

### 4.1 Accessing personal data

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

- Use school devices, such as laptops, or ipads.

## 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

The current Child Protection and Safeguarding policy, with addendum can be found on the school website.

## 6. Monitoring arrangements

This policy will be reviewed annually by the Head Teacher. At every review, it will be approved by the full Governing Board.

## 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
- Online safety policy