

# Lockington CE VC Primary School



## Remote Learning Policy

<b>Approved by:</b>	Full Governing Body	<b>Date:</b> December 2020
<b>Last reviewed on:</b>	12.11.20.	
<b>Next review due by:</b>	November 2024	

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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 are not 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 8.55am 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 absence procedure.

When providing remote learning, teachers are responsible for:

Setting work:

- Primarily for their own class or, where necessary, other classes or groups of pupils
- Daily for Mathematics and English and timetabled Foundation Subjects
- Providing a weekly timetable for parents and pupils
- Providing written, video and voice recorded instructions and explanations (where appropriate and feasible)
- Uploading work to the school website (or remote learning platform once operational).
- Working with parents and other staff to make sure pupils with limited access to devices can still complete the work
- Checking in with pupils daily e.g. via Purple Mash/Microsoft Teams
- Ensuring school policies and protocols e.g. data protection, safeguarding are followed as in school.

Providing feedback on work:

- Via Purple Mash, e mail, phone or Microsoft Teams as appropriate.
- Respond to messages/queries on work set during school hours
- Award team points and rewards in line with the school reward system

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

- Make regular contact with pupils via the means outlined above.
- Contact homes weekly if no contact has been made via the means above.
- Respond to parental / student concerns in the working hours outlined above.
- For any behaviour concern such as not completing work that cannot be resolved, refer to the Headteacher.
- Refer any complaints or concerns to the Headteacher if they cannot be resolved in the first instance.

- Follow the school's safeguarding procedures for any safeguarding concerns.

Attending virtual meetings with staff, parents and pupils:

- Ensure all parties are dressed appropriately.
- Ensure locations are appropriate (e.g. avoid areas with background noise, nothing inappropriate in the background).

In the event teachers are teaching in school and providing remote learning, all of the above may not be possible. The minimum expectation will be a weekly overview and links to work set.

## **2.2 Teaching Assistants**

When assisting with remote learning, teaching assistants must be available between 9.00am and 3.30pm (or their usual, contracted hours if different). 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:

- Working under the guidance of the class teacher.
- Ensuring school policies and procedures e.g. data protection, safeguarding etc. are followed.

Attending virtual meetings with teachers, parents and pupils:

- Ensure all parties are dressed appropriately.
- Ensure the location of the meeting is appropriate and without background noise or inappropriate backgrounds.

If teaching assistants are working in school, the above may not apply.

### **a. Subject Leaders**

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 appropriate and consistent.
- Working with other subject leads and the Headteacher to ensure 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 – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set.
- Alerting teachers to resources they can use to teach their subject remotely.

## **2.4 The Headteacher**

The Headteacher is 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 the policy and procedure current to the school in order to keep the whole school community safe.

## **2.6 Support Staff**

Office support staff & IT support 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.
- Be respectful when making any complaints or concerns known to staff

## **2.8 Governors**

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 the head or class teacher.
- Issues with IT – talk to IT support (SMD).
- Issues with their own workload or wellbeing – talk to their line manager.
- Concerns about data protection – talk to the data protection officer (Headteacher)
- Concerns about safeguarding – talk to the DSL (Headteacher)

## **4. Data Protection**

### **4.1 Accessing Personal Data**

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

- Access data via Purple Mash and the school's secure systems.
- Use laptops provided by the school and not personal devices.

### **4.2 Processing Personal Data**

Staff members may need to collect and/or share personal data such as e mail addresses as part of the remote learning system for use only as part of the school's official functions. However, staff are reminded to collect and/or share as little personal data as possible online and follow the Data Protection Policy.

### **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 (via SMD).
- Keeping operating systems up to date – always install the latest updates.

## **5. Safeguarding**

Please see the current Safeguarding Policy available on the school website.

## **6. Monitoring Arrangements**

This policy will be reviewed annually by the Headteacher for approval 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

Signed:

A handwritten signature in cursive script that reads "Julie Cattle". The signature is written in black ink on a white background.

Julie Cattle (Headteacher)

Date: 12.11.20.

A handwritten signature in cursive script that reads "Kevin Beaumont". The signature is written in black ink on a white background.

Kevin Beaumont (Chair of Governors)

Date: 12.11.20.