



## **Remote Learning Policy**

### **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 guidance for data protection.

### **2. Roles and responsibilities**

#### **2.1a In the event of a year group closure or whole school closure due e.g. due to severe weather**

Teachers must be available to the children between 9.00am and 3.00pm. If they are 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 reporting procedures by following the Staff Sickness Absence Policy. If it affects the completion of any work required, ensure that arrangements have been made with your year group colleague or phase team.

Teachers are responsible for:

- Ensuring they can access the server remotely.
- Managing, organising, and coordinating SeeSaw (EYFS and KS1) or Google Classroom (KS2) for their class – creating work to reflect the current needs for your class and responding to the work handed in by children on these two platforms.
- Creating a timetable for the day. This must include four daily lesson activities (KS1 - maths, literacy, phonics, topic; KS2 – maths, literacy, reading, topic). A range of subject topic lessons will be included if the closure amounts to more than a day.
- Strongly encouraging reading by recording videos of the year group teachers or phase leader reading book chapters if required. Teachers are to use Bug Club to assign appropriate and challenging material.
- Responding to children's work on SeeSaw and Google Classroom.
- Commenting on children's work and offer constructive feedback where appropriate. At least one in every four pieces of work will be commented on. All work will be acknowledged.
- Creating online resources to support lessons throughout the week (if applicable) on SeeSaw and Google Classroom. An example of these may be pre-recorded videos/assemblies by the class teacher/phase leader, Oak National Academy resources.
- Calling parents if pupils are showing a lack of engagement in the work set online (if the closure lasts more than 3 days).
- Reporting concerns to the DSL and updating CPOMS with any concerns so that the wider team are kept up to date with any issues.



- Referring parents to contact the school office where any parent has contacted the teacher directly. Personal and work email addresses **must not** be given to parents in any circumstance.
- If critical worker children are required to be in school, some teachers may be responsible for running a 'critical worker hub' (number dependent on the number of critical worker children). This will be run on a rota basis and the teachers responsible will still need to keep the online platforms up to date for their class of children who are not in school. Responsibilities of responding to work may be delegated on the days in school to Teaching Assistants (TAs)/Learning Support Assistants (LSAs) or other members of your team. The critical worker children will each be following the tasks set by their teacher and the staff members that are assisting in school will be required to offer support to these children with their work and any other needs.
- Attending any meetings required by the school i.e. staff meetings.
- Documenting their daily activities and task completion.

## **2.2 Teaching Assistants**

When assisting with remote learning, TAs/LSAs must be available during their normal working hours. During this time, they are expected to check work emails and be available when called upon to support the children with their learning. If they are 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 reporting procedures by following the Staff Sickness Absence Policy.

TAs/LSAs are responsible for the following:

- Supporting pupils with learning remotely when requested by the class teacher or phase leader.
- Respond to pupils' work when requested by the class teacher or phase leader.
- To attend any meetings required by the school or phase team - these could be virtual meetings.
- If critical worker children are required to be in school, some TAs/LSAs may be responsible for assisting with the running of a 'critical worker hub' (number dependent on the number of critical worker children). This will be run on a rota basis. The critical worker children will each be following the tasks set by their teacher and the staff members that are assisting in school will be required to offer support to these children with their work and any other needs.

## **2.3 Subject leads**

Alongside their teaching responsibilities, subject leads are responsible for:

- Supporting teachers with setting relevant online learning.
- Alerting teachers to resources they can use to teach their subject remotely.
- Developing their subject further as per their action plans and actions on the 'subject leadership time' document.
- Documenting actions undertaken and completed.

## **2.4 Senior leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:



- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning through regular checking of SeeSaw, Google Classroom and the planning for each year group. Regular meetings will take place with all staff, phase leaders and subject leaders, reviewing work set and work completed by the children.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

## **2.5 Designated safeguarding lead**

The DSL and Deputy DSLs are responsible for:

- Contacting vulnerable pupils/families at least once a week to speak to the child(ren)/families.
- Keeping a log on CPOMS of who has been phoned and any actions taken as a result of the phone call.
- Our safeguarding policy is available to read [here](#).

## **2.6 IT staff**

IT staff are responsible for:

- Fixing issues with systems used to set and collect work.
- Fixing issues with the remote server.
- Helping staff with any technical issues they are experiencing.
- Reviewing the security of the remote systems used and flagging any data protection breaches to the data protection officer.

## **2.7 Pupils and parents**

Staff can expect pupils learning remotely to:

- Be contactable during the hours of 9.00am to 3.00pm – although it is recognised they may not be in front of their device the entire day.
- Seek help if they need it from teachers or TAs/LSAs.
- Alert teachers if they are unable to complete work.
- Use the lesson videos for the purpose in which they have been sent and not share with others online. Any misuse will be investigated.

Staff can expect parents to:

- Contact the office directly and not a teaching member of staff.
- Seek help from the school if they need it.
- Be respectful when highlighting any concerns they have.



- Use the lesson videos for the purpose in which they have been sent and not share with online. Any misuse will be investigated.

## **2.8 Governing body**

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/phase leader/SLT.
- Issues with behaviour – talk to phase leader/SLT.
- Issues with IT – talk to the IT Technician.
- Issues with their own workload or wellbeing – talk to your phase leader/SLT.
- Concerns about data protection – talk to the data protection officer (School Business Manager).
- Concerns about safeguarding – talk to the DSL or any Deputy DSL.

## **4. Data protection**

### **4.1 Accessing personal data**

When accessing personal data at home, all staff members will:

- Ensure that CPOMS is logged out after use. Do not allow access to the site to any third party.
- Access the remote server, which is password protected. Ensure it is logged out of after use.
- Ensure SeeSaw and Google Classroom is logged out of after use.
- Use school laptops and iPads when accessing personal information about pupils at home.

### **4.2 Sharing personal data**

- Staff are to collect as little personal data as possible online.
- Staff are not to share any personal data online.

### **4.3 Keeping devices secure**

All staff members will take appropriate steps to ensure their devices remain secure. Some of these will apply only if it is your personal device. 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**

Where children are being asked to learn online at home, our school will review the guidance issued by the Dept for Education to support our schools to do so safely: [Safeguarding and remote education](#) and also the guidance issued by the Local Authority.

We recognise that there is a substantial amount of support available for remote education contained within Annex C of Keeping Children Safe in Education 2020, which we will review for suitability for our setting.

Our safeguarding policy is available to read [here](#).

## **6. Monitoring arrangements**

This policy will be reviewed as and when updates to home learning are provided by the government. At every review, it will be approved by SLT and Governors.

## **7. Links with other policies**

This policy is linked to our:

- [Behaviour policy](#)
- [Child protection policy](#),
- [Data protection policy and privacy notices](#)
- [ICT and internet acceptable use policy](#)