Approved By Governors: 16.10.2023

Policy To Be Reviewed: Annually

Through faith and nurture, we thrive.

'Life in all its fullness.' John 10:10

Be Loving/Be Respectful/Be Responsible/Be Positive/Be You

Contents

Aims .....

Roles and responsibilities .....

Who to contact.....

Data protection .....

Safeguarding .....

Monitoring arrangements.....

Links with other policies.....

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.

Roles and Responsibilities

When providing remote learning, teachers must be available between 9:00am and 3:15pm. 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: Responsibilities:

Setting work:

- Providing work for pupils in their class on a daily basis.

- A maths task, English task and tasks related to the wider balanced curriculum.

- Work must be available on Google Classrooms the day before (by 3:15pm) for the following day.

- Where work should be uploaded onto Google Classrooms. Please see Appendix A for instructions on how to do so.

- How they should co-ordinate with other teachers, including those teaching in school, to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work

Providing feedback on work:

- Teachers can access work submitted by pupils to Google Classrooms – it will show as 'handed in'

- Teachers can feed back on work by adding comments to work, typing directly into the document and giving a score out of 100.

- Feedback should be given within two days of a piece of work being completed.

- Teachers should provide a comment for each piece of maths and English work and mark one piece of maths and English work in more detail each week.

- Teachers should acknowledge through comment each piece of submitted work from across the curriculum, but mark one piece in more detail each week.

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

- Staff should make regular contact with pupils – this should happen twice per week. This should be through the Google Meets function of Google Classrooms. If children don't attend a meet, teachers should make sure they follow up with an email to parents or a phone call.

- Phone calls should be made from school rather than a personal mobile number.
- We will reopen class email addresses in the event of a tier 4 lockdown and teachers are

expected to respond to parent enquiries within two working days.

- Staff are trusted to handle any complaints or concerns made by parents about work and setting but of course are encouraged to share these with the headteacher or deputy headteacher if they feel that they need some support with any issue.

- If children are not completing work or staff have concerns about children not completing work at home, they should share this with the headteacher and together we will create a plan to contact and support parents.

- If staff are on rota for the day in school, they will not be expected to mark work on that day.

Attending virtual meetings with staff, parents and pupils:

- Dress code: Staff should make sure that they are dressed in a way similar to their normal attire for school, as set out in our code of conduct.

- Staff should feel comfortable with the setting in which they are delivering a virtual meeting with staff, parents or pupils. This can be conducted from home or in school if lock down rules allow.

Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8:30am and 3:15pm or 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:

Supporting pupils who aren't in school with learning remotely:

- Marking work for pupils with a One Plan in place and those that the class teacher feels would benefit from some extra support.

- Teaching Assistants should provide support by setting and marking work on Google Classrooms and taking part in Google Meets.

Attending virtual meetings with teachers, parents and pupils:

- Dress code: Staff should make sure that they are dressed in a way similar to their normal attire for school, as set out in our code of conduct.

- Staff should feel comfortable with the setting in which they are delivering a virtual meeting with staff, parents or pupils. This can be conducted from home or in school if lock down rules allow.

If teaching assistants are in school, they will not be expected to mark on these days.

Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Adapting their curriculum map to suit remote learning opportunities.
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent.
- Working with other subject leads and senior leaders to make sure 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.

Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – this will be the responsibility of the headteacher and deputy headteacher.
- 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.

Designated safeguarding lead

The DSL is responsible for:

- Staying in regular contact with children that have an EHCP/a social worker/are considered vulnerable.

Senior Leadership IT responsibilities

IT staff 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

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 – if you know of any resources staff should point parents towards if they're struggling, include those here.
- Be respectful when making any complaints or concerns known to staff

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.

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 a member of the senior leadership team
- Issues with IT – talk to Headteacher
- Issues with their own workload or wellbeing – talk to their line manager/Headteacher
- Concerns about data protection – talk to the data protection officer (Headteacher)
- Concerns about safeguarding – talk to the DSL or Deputy Safeguarding Leads

Data protection

Accessing personal data

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

- Use their school laptop to access email, Google Classrooms, Mathletics, Lexia and Times Tables Rockstars

- Use their school provided devices only to set remote learning.

Processing personal data

Staff members may need to collect and/or share personal data such as email address/phone numbers/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.

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

Safeguarding

Arrangements in our safeguarding policies will be followed.

Monitoring arrangements

This policy will be reviewed on an annual basis.

Links with other policies

This policy is linked to our:

- Behaviour policy
- Child Protection Policy
- Data protection policy and privacy notices
- Home-school Agreement
- ICT and internet acceptable use policy
- Online Safety policy