

Remote learning policy

Leigh and Bransford Primary School



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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 8.55am and 3.15pm except for during their lunch breaks and mid-morning break (times vary)

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:

- Providing work for their usual class
- Providing a weekly timetable for their class
- Providing a guide for how long each lesson should last
- Providing a video recorded daily introduction to the learning
- Providing a daily English and maths lesson planned to last for the usual amount of time
- Modelling the teaching of concepts for literacy, numeracy and foundation subjects through a mixture of recorded demonstrations and signposted resources such as The Oak Academy, BBC Bitesize and White Rose
- Providing lessons to cover the foundation subjects as per the school's planning documents
- The work needs to be uploaded at least 24 hours before it is to be used
- Work should be uploaded to Microsoft Education 365
- In the case of a job share each partner should cover the proportion of the week that they normally would teach and ensure consistency in approaches.
- Provide paper work packs on demand - office staff will assist with this task if required
- Pupils with no access to ICT equipment may be able to borrow a school device if there are enough available.

➤ Providing feedback on work

- Access to completed work via agreed platform (Class Dojo or via our Microsoft platform)
- Feedback should be shared via Class Dojo or via our Microsoft platform
- In some cases feedback to groups may be given via Teams
- Feedback should be given in time for the next lesson so long as the work is received by 4.30pm

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

- A weekly live interaction via Teams is essential
- Phone calls/Teams calls made to pupils/parents at least every other week
- SEND sessions will be provided on a weekly basis via Teams
- Regular contact should be sought via Class Dojo with those pupils who are not in school
- There is no expectation that messages are answered outside of normal school hours (8.30am – 5.00pm) although teachers may do this at a time that better suits them if they wish
- Parental concerns should in the first instance be dealt with by the teacher but, if no resolution is found, be escalated to the headteacher or deputy
- Teachers should positively reinforce completion of work whilst supporting pupils who are less engaged with the remote learning offer
- Dojo points will be used for positive reinforcement

➤ Attending virtual meetings with staff, parents and pupils:

- Dress code is normal work clothes
- Avoid areas with background noise and make sure there is nothing inappropriate in the background
- Staff meetings will continue on Wednesdays

2.2 Teaching assistants and support staff

When assisting with remote learning, teaching assistants must be available during their usual 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:

- If school is operating for key workers then teaching assistants will be responsible for supervising key worker groups in school allowing teachers to lead remote learning
- Lunchtime staff will supervise groups over the lunch hour
- If school is closed the teaching assistants will be allocated other supportive roles aimed to optimise our remote learning offer
- Teaching assistants who work directly with individuals will continue to do some of this remotely and provide support and guidance to parents and pupils.

2.3 SENCO/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 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
- › Subject leaders will be given release time to monitor their subjects

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 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:

Implementing our safeguarding policy and any remote learning addendum

2.6 Pupils and parents

Staff can expect pupils learning remotely to:

- › Be contactable during the school day
- › Complete work to the deadline set by teachers
- › Seek help if they need it, from teachers
- › 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 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. This can be done at governors' meetings and via governor visits.
- › Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

3. Who to contact - staff

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 deputy
- › Issues with IT – Log concern with IBS schools
- › Issues with their own workload or wellbeing – talk to head or deputy

- › Concerns about data protection – talk to the data protection officer (Mrs Kennedy)
- › Concerns about safeguarding – talk to the DSL

4. Data protection - staff

4.1 Accessing personal data

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

- › Access the data held on Class Dojo or our Microsoft platform/SIMS.
- › Please use your school laptop to access data whenever possible

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)
- › 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

Please read the addendum to our safeguarding policy

6. Monitoring arrangements

This policy will be reviewed annually. 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
- › Safeguarding and 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