

Remote learning policy

New Longton All Saints' Church of England Primary School



**“I can do everything through Him who gives me strength.”
Philippians 4:13**

Approved by:	Standards & Curriculum Committee	Date: 29.09.20
Last reviewed on:	29.09.20	
Next review due by:	w.c. 25.01.21	

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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 8:45am 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. If their sickness affects the work of the class, arrangements will be made by SLT to provide work for the class during this period.

When providing remote learning on Google Classroom/ Tapestry, teachers are responsible for:

- Setting work:
 - Provide daily English and Maths tasks
 - Provide spellings, Spag.com and Times Table Rockstar/ Numbots links
 - Provide subject specific (Topic) links which support a broad curriculum offer
 - Ensure that statutory subjects, such as RE or PE, are planned for in line with curriculum requirement
 - Set clear deadlines for completion of tasks so that pupils and parents understand expectations
 - Staff should upload work to Google Classroom/ Tapestry. Where necessary, support will be available for any staff who are struggling.
 - For PPA cover teachers/HLTAs, work should be uploaded to each class as required.
- Providing feedback on work:
 - Pupils will upload completed work to google classroom via the daily assignment section.
 - Staff, where appropriate, will comment on the work privately

- When emailed, staff will respond within 48hrs and during working hours only.
- Keeping in touch with pupils who aren't in school and their parents:
 - Either SLT, Office staff, Learning Mentor, ELSA or Class teachers may contact parents during this period of isolation if they are not engaging with the online learning.
 - Emails received from parents are to be checked during the school working day 8:45am – 3:15pm, Mon – Fri. Staff are expected to reply in these times only. If staff members feel that the reply should come from another staff member, then they should forward the email to the appropriate person.
 - Any issues that are received are to be dealt with professionally by the class teacher and the Headteacher should be BCC'd into any relevant communication. Should the need arise, the Headteacher and Chair of Governors may request evidence of the communication thread. Staff are aware of this.
 - As appropriate, phone contact will be made with pupils from school phones or, in urgent cases, from a withheld number. Contact details can be accessed via SIMS, from the folder in the school office or via CPOMS. If required, a member of SLT will provide the details upon request. All contact with parents should be reported on CPOMS. Alert J. Maloney & N. Urey to all correspondence on CPOMS.
- Attending virtual meetings with staff, parents and pupils:
 - Currently (Nov 2020), we have not planned any virtual meetings.

2.2 Teaching assistants

Teaching assistants must be available during their timetabled hours between 9am – 3pm, Mon to Fri. During this time, they are expected to check work emails and be available when called upon to attend school. 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:

Teaching Assistants are responsible for:

- Supporting pupils with learning remotely:
 - As directed by the class teacher
 - As directed by SENCo or SLT

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- 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
- Alerting teachers to resources they can use to teach their subject remotely

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – SLT
- 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:

Maintaining contact, collating & passing on information and responding to concerns. See Safeguarding Policy

2.6 IT staff

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

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- › Be contactable during the school day – although it is recognised 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

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 SENCo
- › Issues with behaviour – Talk to the class teacher/ R. Griffith (SENCo)/ SLT
- › Issues with Google Classroom – talk to N. Urey

- Issues with their own workload or wellbeing – talk to their line manager/ SLT
- Concerns about data protection – talk to the data protection officer (S. Hunter)
- Concerns about safeguarding – talk to the DSL

All staff can be contacted via their email address

4. Data protection

4.1 Accessing personal data

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

- All staff will have access to CPOMS to record contact with parents or concerns about children
- Teachers can access parental contact information through CPOMS or SIMS.
- All work is recorded securely and encrypted using Google's security. No information is shared outside our learning platform or available for public use.
- Teaching Staff have been provided with school laptops, to enable them to work securely from home.

4.2 Processing personal data

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

These tips are based on the following article on the [GDPR and remote learning](#).

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

Please refer to our safeguarding policy

6. Monitoring arrangements

This policy will be reviewed termly by the headteacher. At every review, it will be approved by Standards & Curriculum committee or by Chair's action.