Remote learning policy

St Anne's Primary School

Approved by:	**Date:**
Last reviewed on:	
Next review due by:	

Contents

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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 the hours of 9am and 3pm.

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 absence procedure.

When providing remote learning, teachers are responsible for:

> Setting work –

- o For their own class

- o See separate guidelines for the type and amount of work required

- o Work should be set either the night before or by 9am

- o Work should be uploaded to our remote learning platforms – Reception and Key Stage 1 use ClassDojo and KS2 use Microsoft Teams

- o Pupils with limited access to devices should be given paper copies of work weekly

> Providing feedback on work – :

- o Teachers should monitor if work is being completed and follow up on any children who are not engaging with the work set

- o Teachers should use the platform to give feedback either written or verbal

- o Feedback should be timely and teachers are expected to answer any questions between the hours of 9am and 3pm

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

- o Teachers should provide 2 live lessons each week for every pupil in their class

- o Emails from parents should only be answered within normal working hours

- o Any complaints or concerns shared by parents and pupils should be reported to the SLT and any safeguarding concerns should be dealt with through the normal reporting procedures

> Attending virtual meetings with staff, parents and pupils –

  o   Dress code- staff dress code should be followed

  o   Locations (avoid areas with background noise, nothing inappropriate in the background or personal pictures etc)

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between the hours of 9am and 3pm.

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 absence procedure.

When assisting with remote learning, teaching assistants are responsible for:

> Attending virtual meetings with teachers, parents and pupils –

  o   Dress code- staff dress code should be followed

  o   Locations (avoid areas with background noise, nothing inappropriate in the background or personal pictures etc)

2.3 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

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:

  ➢   Any safeguarding concern that should arise from children working remotely. All concerns should be reported using the normal procedures

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 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

> Alert teachers if they are 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 cannot 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

> 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 SLT, relevant subject lead or SENCO

> Issues with behaviour – talk to a member of SLT

> Issues with IT – talk to IT staff

> Issues with their own workload or wellbeing – talk to a member of SLT

> Concerns about data protection – talk to a member of SLT

> Concerns about safeguarding – talk to the DSL or deputy DSL

4. Data protection

4.1 Accessing personal data

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

> How they can access the data, such as on a secure cloud service or a server in your IT network

> Which devices they should use to access the data – if you have provided devices, such as laptops, make staff use these rather than their own personal devices

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)

> 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

See Safeguarding policy and addendum due to Covid-19

6. Monitoring arrangements

This policy will be reviewed annually by the SLT. 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

> 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