



Remote Learning Policy

SEPTEMBER 2020

‘Green Lane - A Big School with a Big Heart’

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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 are not 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 8.50 and 3.15pm excluding lunchtime (12:05-1:00pm)

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 absence procedure - leave a voicemail message on the DHT answer machine. In addition, staff should also email the Head Teacher.

Team Leaders will coordinate with team members, including those teaching in school, to ensure consistency across the year group.

When providing remote learning, teachers are responsible for:

- Setting work weekly for their year group classes/sets
- Uploading work to the school website by Monday morning each week
- Provide pre-recorded video lessons (at least one per day)
- Daily Maths and English activities
- Daily Phonic activities in Reception, Y1 and Y2.
- Weekly physical activities
- Weekly spelling and tables work

- A range of weekly Foundation subject activities
- PPA activities – for appropriate year groups each week
- Providing verbal feedback on work where appropriate
- Keeping in touch with pupils who are not in school and their parents - teacher to email or telephone weekly. Teachers will only be expected to respond to emails from parents or pupils during normal working hours.
- Following school policy regarding complaints or concerns shared by parents and pupils. For any safeguarding concerns, teachers should refer to The Child Protection and Safeguarding Addendum.
- Attending virtual meetings where appropriate
- Maintaining all aspects of professional and personal conduct

2.2 Teaching Assistants

When assisting with remote learning, Teaching Assistants must be available between 8.50 and 3.15pm excluding lunchtime (12:05-1:00pm)

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 absence procedure, leave a voicemail message on the DHT answer machine. In addition, staff should also email the Head Teacher.

When assisting with remote learning, Teaching Assistants are responsible for:

- Supporting pupils who are not in school with learning remotely under the direction of the Team Leader

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 other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent
- Monitoring the remote work set by teachers in their subject
- 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:

- Coordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set and reviewing 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:

- Updating the Child Protection and Safeguarding Policy and any addendum to it
- Liaising with external agencies
- Sharing information with relevant staff
- Ensuring the Academy online monitoring system is updated

2.6 IT Staff

IT staff are responsible for:

- Reviewing and developing the remote learning system
- Supporting staff to upload the learning activities remotely
- Monitoring consistency of the remote learning offer
- Reviewing the security of remote learning systems and reporting 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
- Complete work set that week by teachers
- Seek help if they need it from teachers via email
- 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 Body

The Governing Body 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. Loan Devices

School has a limited number of devices available for loan during periods of isolation. Priority is given to pupils receiving support through Social Care: LAC, CP, CIN. Devices are limited and allocation, if eligible, is one per family.

We have consulted with parents to determine which pupils do not have access to remote learning at home and these pupils will also be eligible for loaning a school device.

A signed loan agreement will need to be completed by parents before a device can be released for home use.

4. Data Protection

4.1 Accessing Personal Data

When accessing personal data for remote learning purposes, all staff members will follow the Academy Data Protection and Information Security Policy. Work should be carried out on encrypted laptops only. Phone calls should be made from school if possible.

4.2 Processing Personal Data

Staff members may need to collect and/or share personal data (such as school email addresses) as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals will not 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
- Keeping operating systems up to date – always install the latest updates

5. Safeguarding

Regular updates to the Child Protection and Safeguarding Policy can be found on the school website and in the network policies folder. These are aligned to the latest Government guidance. All staff are aware of the ICT Acceptable Use Policy and E-Safety Policy. Pupils regularly receive guidance on keeping themselves safe online.

6. Monitoring Arrangements

This policy will be reviewed termly by the Academy Leadership Team. At every review, it will be shared with the Governing Body.

7. Links with other policies

This policy is linked to our:

Child Protection and Safeguarding Policy and Addendum

Positive Behaviour Plan and Addendum

Data Protection Policy and Privacy Notices

ICT and Internet Acceptable Use Policy

E-Safety Policy

Staff Dress Code

Managing Attendance and Sickness Policy