



## Remote Learning Policy

### Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning should pupils be unable to attend 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

#### Teachers

When providing remote learning, teachers must be available between 8:30am and 4:00pm on contracted working days. 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 procedure.

When providing remote learning, teachers are responsible for:

- Setting work
  - Daily English and Maths tasks
  - Weekly spellings and times tables
  - Weekly cross curricular topic task
  - Online safety curriculum using [www.thinkuknow](http://www.thinkuknow)
- Providing feedback on work
  - Commenting on uploaded pieces on Seesaw within 48 hours
  - Responding to parents queries with 48 hours
- Keeping in touch with pupils and parents
  - Please respond to emails with 48 hours
  - Any issues that are received are to be dealt with professionally by the class teacher and the Headteacher should be copied in the communication.
  - Teachers should attempt to make contact with pupils who are not engaging in online learning, recording all contacts with parents on CPOMS and add any relevant actions.
  - Contact should be polite and encouraging. Any concerns should be forwarded to a member of the SLT.
- Attending virtual meetings with staff, parents and pupils
  - If necessary, virtual meetings can be arranged by SLT or class teachers

#### Teaching Assistants

Teaching Assistants must be available during their contracted working hours. During these times, they are expected to check work emails and be available when called upon to attend school. 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 procedure.

Teaching Assistants are responsible for:

- Supporting pupils with learning remotely via Seesaw e.g. through encouraging comments, posts, uploaded activities, reading books

- Attending virtual meetings when requested
- Using their contracted hours to enhance their own professional development e.g. through online courses, research and reading

### **Senior Leaders**

Alongside any teaching responsibilities, the SLT are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of the remote learning – reviewing work set by teachers weekly, monitoring email correspondence between teachers and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

### **Designated Safeguarding Leads**

The DSL is responsible for:

- Maintaining contact, collating, passing on information and responding to any concerns
- Working with our Welfare Lead on our concerns list
- Ensuring our Welfare lead is supported

### **Pupils and Parents**

Staff should expect pupils to:

- Be contactable during the hours of the school day
- Seek help if they need it, from teachers and teaching assistants
- Alert teachers if they're not able to complete work

### **Staff should expect parents to:**

- Seek help if they need it via Seesaw or email
- Be respectful when raising any concerns

### **The Governing Body**

The governing body is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains appropriate, accessible and high-quality
- Ensuring that staff are certain that systems are appropriately secure, for both data protection and safeguarding reasons

### **Data protection**

When accessing personal data, all staff members will:

- Have access to CPOMS to record any parent contact or concerns about children; this is accessed via a secure password.
- Teachers are able to access parent contact details via ParentApp using a secure password.

### **Sharing personal data**

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school.

### **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
- Reporting any issues to our ICT staff i.e. Woodlands

**Safeguarding**

Please see out separate policy

**Monitoring arrangements**

This policy will be reviewed as and when updates to home learning are provided by the government by Ms Hunt (Headteacher) and/or Mrs Bond (Executive Headteacher).

Policy created January 2021

Review date January 2022