Remote Learning Policy

Conifers Primary School

Approved by:	Andrew Johnson	Date: October 2021
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1. Aims

Schools' duty to provide remote education. The DfE states that:

Where a pupil, class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, DfE expects schools to be able to immediately offer them access to remote education. Schools should ensure remote education, where needed, is high-quality and aligns as closely as possible with in-school provision.

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

Remote learning will be available in the event of a national or local lockdown and for children self-isolating When providing remote learning, teachers will be available at different times depending on remote learning circumstances.

- For children self-isolating, teachers will be available between 3.45-4.15.

- In the event of a local or national lockdown, teachers will be available between 8.30-3.30.

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:

> Setting work:

　　○ Providing parents/carers with an example timetable for the day (Appendix 1).

　　○ Teachers will set work for their individual class or as a whole year group. Year groups will work together as a year group team and will share responsibility.

　　○ Provide a range of work from across the curriculum (Appendix 1).

　　○ Set open-ended, problem-solving activities which encourage independent learning

　　○ Point children to videos and other resources to facilitate blended learning: teachers share links to learning sites, such as Times Tables Rock Stars, myOn, sites for phonics

　　○ Assign work every day that consolidates existing learning and for new learning. For children self-isolating, teachers will add the weekly class work to Google Classroom so that learning can continue for the child.

- o Work will be uploaded to individual class/year group google classroom or Tapestry. Work will be uploaded the day before.
- > Providing feedback on work:
    - o Teachers will share feedback through google classroom or Tapestry
    - o Next steps will be provided when necessary
- > Keeping in touch with pupils who are not in school and their parents – cover details like:
    - o If a child has not been active on google classroom or Tapestry, a member of staff will phone home. The staff member will try to find out what is stopping the child from engaging and give parents technical support if needed.
    - o A continued lack of engagement will be logged on My Concern and actioned by the safeguarding team.
    - o Staff will only respond during working hours or the times specified
    - o Any safeguarding concerns will be logged on My Concerns and actioned by the safeguarding team.
- > Attending virtual meetings with staff, parents and pupils:
    - o Dress code – staff to follow the usual school Code of Conduct
    - o Locations - avoid areas with background noise, with a plain background and no distractions

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available for normal working hours between 8.15-3.30

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 will follow the direction of the class teacher which will include supporting any 1:1 children.

- > Attending virtual meetings with staff, parents and pupils:
    - o Dress code – staff to follow the usual school Code of Conduct
    - o Locations - avoid areas with background noise, with a plain background and no distractions

2.3 Subject leads

Alongside their teaching responsibilities, subject leads and the Inclusion Lead are responsible for:

Insert details, such as:

- > 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, the KS1 and KS2 Lead are responsible for:

- > Co-ordinating the remote learning approach across their Key Stage

- Monitoring the effectiveness of remote learning through reviewing work set or reaching out for feedback from staff, 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 following the school child protection and safeguarding policy and coronavirus addendum to our child protection policy

2.6 IT staff

IT staff (IT support from Dorset County) 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

2.7 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 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
- 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. Data protection

3.1 Accessing personal data

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

- Access data on a secure cloud service, by using Google Classroom/Tapestry or a server in the school IT network
- Staff will use school devices – iPads, chrome books, laptop or computer

3.2 Processing personal data

Staff members may need to collect and/or share personal data such as emails or telephone 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.

3.3 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

4. Safeguarding

The school safeguarding and child protection policy will be followed.

5. Monitoring arrangements

This policy will be reviewed annually or in response to the Covid-19 Pandemic and government guidelines. At every review, it will be approved by the Headteacher.

6. Links with other policies

This policy is linked to our:

> Behaviour policy

> Child protection and safeguarding 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

> https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19

> https://www.gov.uk/government/publications/remote-education-good-practice/remote-education-good-practice