

# KING'S CLIFFE ENDOWED PRIMARY SCHOOL



## Remote Learning Policy

**Policy Updated** – Jan 2021

**Review Date** – Jan 2022

Chair of Governors: \_\_\_\_ *N. J. J. J.* \_\_\_\_ (signed)

Date policy ratified by Governing Body: \_\_\_\_25<sup>th</sup> January 2021\_\_\_\_

# Contents

1. Aims .....	3
2. Roles and responsibilities .....	3
3. Who to contact .....	6
4. Data protection .....	6
5. Safeguarding .....	7
6. Monitoring arrangements .....	7
7. Links with other policies .....	7

---

## 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 8.55am – 3.25pm and for communicating with parents and staff up to 5.30pm.

If Teachers 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 as shown on the weekly sheet for staff.

When providing remote learning, teachers are responsible for:

- Setting work for your class or classes you teach in:
  - The least amount of work set is:
    - Daily fluent in 5 & maths, writing (grammar), reading, active activity, incl. 2 x PE, topic work, PSHE/mindfulness
    - Daily recorded lessons - at least 30 minutes. Likely to be more, particularly for younger children and less independent learners. Weekly minimum is 2 x maths, 2 x writing (grammar), 1 x comprehension skill and 1 x PSHE that includes a Present activity
    - Weekly comprehension and non-core: Science, art/DT, music, RE, French (following your timetable)
    - Direct live face to face contact with your class at least once a week
  - Work needs to be set by 3.00pm the day before and sent via pupil emails
  - Work should be uploaded onto Microsoft 365 through Sway and using PPTs, recorded lessons and Forms
  - Co-ordinate with PPA teacher on who will plan which lessons each week so that work is distributed fairly.
- Feedback on work:
  - Children should be taught how to upload their completed work for teachers to feedback on

- Teachers share feedback with pupils daily for core subjects and weekly for non-core through answer sheets, direct face to face VFG, SVFG via email
- Feedback on core subjects should be daily and non-core weekly

➤ Keeping in touch with pupils who aren't in school and their parents:

- Teachers are expected to make weekly contact either through work received back from pupils, face-to-face teaching through TEAMS, or by telephone.
- Teachers are not expected to answer emails outside working hours (8.55am – 5.30pm)
- If teachers receive any complaints or concerns from parents and pupils regarding remote learning seek support from your line manager. Any safeguarding concerns, please refer to the Designated Safeguarding Lead (DSL) – see DSL section below
- For behavioural issues staff should follow the remote learning agreements. If a child persistently fails to complete work the teacher is to make contact with parents. If failure to complete work continues, the Head Teacher is notified and she will contact parents, or make a home visit with a member of SLT.
- Learning Mentor and SENDCo are expected to have weekly contact either remotely through TEAMS or via the telephone with families or pupils who are being supported.

➤ Attending virtual meetings with staff, parents and pupils:

- Teachers are to dress professionally as they would if attending school
- Work stations at home should be set up in a quiet location and backgrounds should be blurred – nothing inappropriate in the background.

If an individual pupil is having to self-isolate, teachers still need to provide work according to the daily timetable and should stream at least core lessons in school to pupils learning remotely.

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.45am and 3.25pm.

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 which is shown on the weekly sheet.

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

➤ Supporting the teacher with:

- Learning remotely for any pupil not in school by preparing resources and supporting the learning
- Preparing differentiation for individual children

➤ Attending virtual meetings with teachers, parents and pupils:

- TAs are to wear their uniform as they would if attending school
- Work stations at home should be set up in a quiet location and backgrounds should be blurred – nothing inappropriate in the background.

In the event of a whole school closure, and school is asked to provide a key worker provision, teaching assistants will work on a rota basis and will be responsible for ensuring children follow the learning planned by the teachers and print/create any resources pupils need.

**NOTE:** All staff are expected to abide by the Staying Safe with Blended Learning Agreement (Appendix A)

## 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 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 in their areas of responsibility
- 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:

- Keeping in touch with families who have an Early Help or CIN open
- Being first contact for staff or parents who have any concerns about a child
- Ensuring safeguarding systems continue to be rigorous and robust

## **2.6 IT Support**

For IT support staff should contact:

- EasiPC help desk – 01604 286682 for technical issues
- Emma Boyers for T & L issues
- EasiPC are contracted to review the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Emma Boyers is responsible for monitoring IT usage and flagging to the SLT misuse

## **2.7 Pupils and parents**

Staff can expect pupils learning remotely to:

- Be contactable for some of the time during the school day (we appreciate pupils will not be in front of a computer or tablet for the whole 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
- Abide by the Remote Learning Agreement

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
- Be respectful when making any complaints or concerns known to staff

**NOTE:** Pupils and parents are expected to abide by the Staying Safe with Blended Learning Agreement (Appendix A).

## **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 SENDCo
- Issues with behaviour – talk to the Inclusion Lead Barbara Yeo
- Issues with IT – talk to Emma Boyers or EasiPC
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer Joan Cunningham
- Concerns about safeguarding – talk to the DSL Lynda Bowyer

## **4. Data protection**

### **4.1 Accessing personal data**

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

- Access the data through the platforms Tapestry & Microsoft 365
- Access data by using a school laptop or I-pad provided by school to all teachers

### **4.2 Processing personal data**

Staff members may need to collect and/or share personal data such as emails and 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 and to always use their school email.

### **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

The Safeguarding and Child Protection Policy is to be followed during remote learning – See COVID 19 addendum.

## 6. Monitoring arrangements

This policy will be reviewed termly by Lynda Bowyer (Head Teacher). At every review, it will be approved by the full governing body

## 7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding and Child Protection policy and Coronavirus addendum
- Data protection policy and privacy notices
- Home-school agreement
- Staying Safe with Blended Learning Agreements
- ICT and internet acceptable use policy
- Online safety policy
- Whistleblowing policy
- Remote Learning Agreements
- Remote Learning Safeguarding Addendum