

Remote Learning Policy

St Cuthbert's RCVA Primary



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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
- Build on the Continuity of Education document produced in July 2020 and approved by Governing Body in July 2020 and on the Remote Learning Policy reviewed in November 2020

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available virtually to pupils and for contact with school between 8:30am – 4:00pm

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. A telephone call to SLT must be made by 8am **AND** a message left on the office answer machine.

Staff should be aware that time off work to care for a dependent who is isolating, must be discussed with the headteacher and will follow HR guidance.

When providing remote learning, teachers are responsible for:

➤ **Setting work in the event of whole school closure or bubble closure.** In this instance, school books will be sent home with pupils or be available for collection / delivery to ensure learning continues on from previous work in school:

- Set up twice daily Google 'meet' sessions.
- Set daily tasks appropriate to phase
- Set tasks for the classes they would be teaching on that day.
- **Set tasks to last a minimum of 3 hours and include video lessons for English and Maths in KS1 and 4 hours of learning in KS2.**
- In EYFS, Y1 & Y2 this should include some phonics / spelling, maths, English and one topic.
- In KS2, this should include maths, English, at least one topic and mental maths
- Work should be available by 6pm the evening before
- In EYFS work should be uploaded to Tapestry
- In all other year groups work should be uploaded to Google Classroom
- Have packs available for printing in school for families to collect to ensure they are able to access work at home. In the event of a sudden closure, teachers will need to communicate with staff in school to have these packs ready swiftly.
- **Hours above are directed hours** when staff must be contactable by families and parents. It should be understood that planning and preparation of work may take place outside of these hours. **Please do not respond to parents via**

➤ **Providing feedback on work:**

- Pupils should turn in work on Google Classroom or parents may add images to the stream on Classroom or Tapestry
- Pupils can use Google Meet / Zoom to access afternoon drop in sessions to talk about and get verbal feedback on their work with staff in school / leading remote learning.
- Some comments should be given to each child daily whether this is verbal or written.

➤ **Keeping in touch with pupils in the event of entire bubble isolation:**

- From Y1-6, there should be two 30-minute daily Google Meet sessions (these will need to be timetabled once bubble closures are confirmed)
- Teachers should answer emails and comments / queries from children during working hours (8:30 – 4:00)
- Report to SLT if there are any complaints or concerns

- Report to SLT daily those families not engaging in work
- Telephone families once a week to speak to pupils / parents. Numbers should be blocked and records of any charges kept and claimed for.

➤ **Keeping in touch with pupils in the event of single isolations:**

- Teachers should make provision for pupils to access remote learning that is parallel to the work in class. This must include at least 1 daily opportunity to Google Meet for Y1 upwards
- Report to SLT if there are any complaints or concerns
- Report to SLT daily those families not engaging in work
- Telephone families once a week to speak to pupils / parents. Numbers should be blocked and records of any charges kept and claimed for

➤ **Attending virtual meetings with staff, parents and pupils:**

- Attend staff meetings timetabled on Google Meet
- Liaise with class TA daily
- Dress professionally and blur the background
- Meet in an appropriate location (e.g. avoid areas with background noise)

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8:30 to 4:00

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. A telephone call to SLT must be made by 8am **AND** a message left on the office answer machine.

Staff should be aware that time off work to care for a dependent who is isolating, must be discussed with the headteacher and will follow HR guidance.

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

➤ **Supporting pupils who aren't in school with learning remotely:**

- Give feedback to all pupils on either Tapestry or Google Classroom
- Follow guidance from class teacher on providing support for specific pupils.

➤ **Attending virtual meetings with staff, parents and pupils:**

- From Y1-6, there should be two 30-minute daily Google Meet session (this will need to be timetabled once bubble closures are confirmed). EYFS will use Zoom.
- Attend staff meetings timetabled on Google Meet
- Liaise with class teacher daily.
- Dress professionally and blur the background
- Meet in an appropriate location (e.g. avoid areas with background noise)

2.3 Subject leads & SENDCO

Alongside their teaching responsibilities, subject leads are responsible for:

- Provide support to members of staff as needed e.g. advice about appropriate materials
- Alerting teachers to resources they can use to teach their subject remotely
- SENDCO should be in contact with families of pupils with SEND weekly in event of bubble closure or self-isolation

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – DHT (Elaine Parlett) to be responsible for this
- Monitoring the effectiveness of remote learning – reviewing work set, communicating with staff setting work, taking feedback from pupils and parents, responding to queries and concerns from parents
- Liaising with Network Manager (Barry Graham) in regards to security of remote learning systems, including data protection and with DSL (Nicola Noble) safeguarding considerations
- Monitoring the wellbeing of staff in terms of workload
- Providing assemblies for bubbles isolating and/or including individual pupils who are isolating in weekly assemblies

2.5 Designated safeguarding lead

The DSL (Nicola Noble) is responsible for:

- Ensuring families with safeguarding concerns are contacted at least weekly
- Checking that staff understand rules around live streaming and recording of lessons
- Ensuring that parents have agreed to the Remote Learning Acceptable Use Form

2.6 Network Manager & DPO

Network Manager is responsible for:

- Collating responses from Remote Learning Acceptable Use Form and liaising with class teacher and SLT / DSL about which pupils can take part
- 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 reporting any data protection breaches
- Assisting pupils and parents with accessing the internet or devices
- Supporting SLT and office staff to apply for any government grants to provide access to online learning for designated families

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, 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 in the usual manner e.g. telephone the school office
- Complete the acceptable use agreement before accessing live sessions
- Take responsibility for ensuring their child accesses the work
- Seek help from the school if they need it – e.g. use the school website materials to find out how to access work; email or telephone staff if support needed or they need access to devices.
- Be respectful when making any 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. Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting work – Network Manager or Deputy Head
- Issues with behaviour – SLT
- Issues with IT – Network Manager
- Issues with their own workload or wellbeing – Head Teacher
- Concerns about data protection – Network Manager / Data Protection Officer
- Concerns about safeguarding – talk to the DSL

4. Data protection

4.1 Accessing personal data

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

- › Ensure that any personal data e.g. pupil passwords is accessed only through Google Suite and not stored on the hard drive of devices or portable devices e.g. memory sticks

4.2 Processing personal data

Staff members may need to give out work email addresses to parents – these are accessible on the school website. No further contact details e.g. personal email, phone numbers or social media accounts should be shared. If a parent does contact a member of staff through social media, SLT should be informed and the parent will be advised to contact you via the proper channels.

4.3 Keeping devices secure

All staff members, with support from the Network Manager, 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
- › Only saving work on the Google Suite – not on the hard drive of computers
- › Report any issues e.g. loss of school equipment, to Network Manager / Data Protection Officer immediately.

5. Safeguarding

Safeguarding Policy and COVID addendum can be found in the School Policy Drive on the Google Drive. Key points to not relating to remote education are:

- › Families where there are safeguarding concerns will be contacted at least weekly via telephone
- › Staff will report pupils not completing assigned work or engaging in contact to SLT
- › Where staff are interacting with pupils out of school, this will be done through school Google accounts for Google Meet and Google Classroom, or with parents via Tapestry in EYFS. No personal information will be shared
- › Live Google Meet sessions will only take place where two members of staff are present and where parents have agreed to the terms set out in the Remote Learning Acceptable Use form. This will be limited to one per day and will be to introduce learning and an opportunity for pupils to see one another. Staff and pupils should blur their backgrounds.
- › Video lessons and presentations will be provided for pupil learning. This will safeguard staff who are working from their own home, will ensure families can access learning at a time most appropriate for them (particularly in the case of families with several children) and will ensure learning is available even if class teachers are ill.

6. Monitoring arrangements

This policy will be reviewed monthly by Nicola Noble (HT) Elaine Parlett (DHT) and Barry Graham (NM & DPO) At every review, it will be approved by Chair of Governors, Data Protection Governor & Safeguarding Governor

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Continuity of Education Plan
- 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