

Remote learning policy

Foxmoor Primary School



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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

2. Roles and responsibilities

It is the responsibility of the Headteacher and the Governing Board to ensure that the school has suitable remote learning systems in place.

If the school has to switch to remote learning, the Headteacher will monitor the systems put in place and amend processes as and when necessary.

2.1 Teachers

When providing remote learning, teachers must be available between 8:30am and 4pm.

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
 - Setting work weekly by 3pm on Fridays ready for the following week
 - In the event of a mid-week closure, setting work 24hours after the announced closure
 - Daily work for English, maths and topic work
 - Work will be set using the agreed school proforma and emailed to parents via the teachers2parents system
 - Teachers are not expected to stream live lessons. They will provide access to pre-recorded lessons using Oak National Academy resources. This is in line with guidance issued by the Department for Education
 - Where a child does not have access to digital technology, work should be emailed to the Headteacher so that printed packs can be provided
- Providing feedback on work
 - Children or parents can email completed work and or progress checks to their teacher via the class email address during core hours of 8:30am to 4:00pm

- Teachers will monitor class email addresses on a regular basis throughout the day so that they can provide timely advice and feedback
- Feedback on work will be provided no 1 working day following submission
- Keeping in touch with pupils who aren't in school and their parents
 - Teachers will be in regular contact with parents/children via email throughout each week
 - Teachers will not respond to emails outside of the core hours of 8:30am and 4:00pm Monday to Friday
 - If teachers become aware of any safeguarding concerns they must notify the Headteacher by phone immediately. This should always be on the same day a concern is raised.
 - Teachers should monitor non-engagement by children. Initial contact with parents should be made via email by the class teacher. If non-engagement persists, the teacher should raise their concern with the Headteacher
- Attending virtual meetings with staff, parents and pupils
 - Virtual staff meetings will be organised via Microsoft Teams
 - Virtual parent's evening meetings will be organised via Microsoft Teams
 - The usual staff dress code will apply during these meetings
 - Meetings should take place in a quiet space where conversations cannot be easily overheard

If remote learning is required for a small group of children and the class teacher continues to teach full-time in school, the class teacher will liaise with the Headteacher. In these circumstances the Headteacher will take responsibility for setting work, giving feedback and monitoring the class email account.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9:00am and 3:15pm.

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:

- Liaise with the class teacher daily to ascertain which children/what support they will need to offer
- Attending virtual meetings with teachers, parents and pupils
 - Virtual meetings will be organised via Microsoft Teams
 - The usual staff dress code will apply during these meetings
 - Meetings should take place in a quiet space where conversations cannot be easily overheard

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
- 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
- › Monitoring the effectiveness of remote learning
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL and Deputy DSLs are responsible for:

- › Ensuring all safeguarding concerns are reported and acted upon if the school has to switch to remote learning
- › Ensuring they can be contacted by all staff

2.6 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

2.7 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 SENCO
- › Issues with behaviour – talk to a member of SLT
- › Issues with IT – talk to Connexus UK [01453 827700](tel:01453827700)
- › Issues with their own workload or wellbeing – talk to their line manager
- › Concerns about data protection – talk to the Headteacher. The Headteacher will contact the school DPO
- › Concerns about safeguarding – talk to the DSL or Deputy DSL

4. Data protection

4.1 Accessing personal data

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

- › Access the school network via NetExtender
- › Access the school network via their school laptop only

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as such as email addresses 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.

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 school has produced an addendum to our child protection and safeguarding policy. This policy applies from the start of the autumn term 2020. It reflects updated advice from our 3 local safeguarding partners and local authority (LA). It sets out changes to our normal child protection and safeguarding policy in light of coronavirus, and should be read in conjunction with that policy.

6. Monitoring arrangements

This policy will be reviewed termly, or as and when necessary, by the Headteacher. At every review, it will be approved by the full governing board.

7. Links with other policies

This policy is linked to our:

- › Behaviour policy
- › Child protection and safeguarding policy and coronavirus addendum to our child protection and safeguarding policy
- › Data protection policy and privacy notices
- › Home-school agreement
- › ICT and internet acceptable use policy
- › Online safety policy