

# Remote Learning Policy



<b>Approved by:</b>	Mrs S Whitehead	<b>Date:</b> October 2020
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<b>Next review due by:</b>	Based on changes in guidance	

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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
- Reflect the school's commitment to the UN Conventions of the rights of the child specifically article 28, 29 and 31.

## 2. Roles and responsibilities

### 2.1 Teachers

If teachers are required to work from home, they must be available between 9am and 4pm from Monday to Friday. 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 procedures according to the attendance management policy. If it affects the completion of any work required, teachers must ensure that arrangements have been made with year group partners or SLT to ensure work is completed.

Teachers are responsible for:

Setting work:

- Creating a weekly timetable of work on the template provided for their year group. This must include subjects from across the curriculum. This needs to be saved in staff share and on one drive by the end of the day on Friday in preparation for the following week. Work that teachers expect pupils to return must be made explicit on the timetable.
- Ensuring that differentiated work according to the child's ability is available on online learning platforms, this could include RM Easimaths and ActiveLearn as per the weekly timetable.

Providing feedback on work:

- Pupils can send any completed work to teachers via email.
- Teachers can email back feedback if required, which will include a comment on their progress and what their next steps are to improve their work further. Teachers may wish to make contact with the family over the phone to address any misconceptions. This is at the discretion of the teacher.
- Teachers should respond to any emails from parents/children within 48 hours.

Keeping in touch with pupils and parents:

- Weekly email to be sent out to each class during PPA session with reminders for the following week and a link to the home learning page on the school website should parents need to use it.
- Emails received from parents and pupils are to be checked between 9am and 4pm, Mon- Fri. Emails must be replied to within 48 hours. Anyone can respond to year group enquiries it does not have to be the actual class teacher. Teachers are not expected to check and send emails after school hours or at weekends but can do so at their own discretion.
- Any issues of concern that are received are to be dealt with professionally and sensitively by the class teacher and logged on CPOMS. If necessary, teachers to contact a member of SLT for advice. If there is a safeguarding concern, alert the safeguarding team as per the child protection and safeguarding policy.
- Make contact with the child and parents around the middle of their self-isolation period. This can be via phone or via email as long as there is a response. If the whole class is self-isolating including the class teacher, the class teacher will carry out the welfare checks. If an individual child is self-isolating with the rest of the class still in school, the year group teaching assistant will make contact with the family in the time allocated by the class teacher. Communication logs for a whole class self-isolating will be updated on one drive on a self-isolation spreadsheet. For children self-isolating individually, a log of their welfare check will be made on CPOMS.
- When attending virtual meetings with staff or other professionals, avoid areas with background noise and ensure there is nothing inappropriate in the background.

At this point, we do not expect teachers to deliver lessons virtually or by pre recording but this will be explored and under constant review.

## 2.2 Pastoral and Welfare Team

Admin staff are responsible for keeping a log of which children are absent from school due to Covid 19. If a member of the Pastoral and Welfare Team is required to work from home, he or she must be available between 9am and 4pm from Monday to Friday. 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 procedures according to the attendance management policy. If it affects the completion of any work required, the member of the pastoral and welfare team must ensure that arrangements have been made with within the SLT to ensure work is completed and any incidents can be followed up in a timely manner.

The Pastoral and Welfare Team are responsible for:

- Daily checks of who is absent from school with follow up texts and calls to be sent (admin)
- Discussions with parents about absences according to the current guidance (admin/ SLT)
- Keeping a covid log of testing and self-isolation with dates of return to school (admin)
- Sending out the remote learning emails to relevant families (class teacher/ SLT)
- When attending virtual meetings with staff, parents and other professionals, avoid areas with background noise and ensure there is nothing inappropriate in the background.
- Remain on call to speak to external professionals regarding safeguarding concerns such as Children's Services. All contact is to be logged on CPOMs.
- Acting as a point of contact in terms of support for families regarding pastoral issues whilst self-isolating at home. Members of the pastoral and welfare team are not expected to check messages, return phone calls and send emails after school hours or at weekends but can do so at their own discretion.

All contact should be polite and encouraging. Staff must adhere to the email policy and not give out any personal details. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly.

## 2.3 Teaching assistants

When working from home and assisting with remote learning, teaching assistants must be available between 9am and 3pm from Monday to Friday. 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 procedures according to the attendance management policy. If it affects the completion of any work required, teachers must ensure that arrangements have been made with year group partners or SLT to ensure work is completed.

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

- Completing any tasks given that are linked to remote learning under the direction of the class teacher.
- Liaising with the SENCO to support individual pupils with home learning and keep a correspondence log on CPOMs should this be required.
- When attending virtual meetings with staff, avoid areas with background noise and ensure there is nothing inappropriate in the background.
- Carrying out welfare checks with parents and children via phone or email at the request of the class teacher and logging on the appropriate platform.
- Emails received from parents and pupils are to be checked between 9am and 3pm, Monday to Friday. Emails must be replied to within 48 hours. Teaching Assistants are not expected to check and send emails after school hours or at weekends but can do so at their own discretion.

## 2.4 Subject leads

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

- Monitoring the work set by teachers in their subject – review work set weekly on the website. Give feedback to year groups teachers if changes need to be made.

- Review your current subject in the light of home learning. Evaluate what changes (if any) need to be made in light of the changing circumstances.
- Alerting teachers to resources that can be used to teach their subject remotely.

## 2.5 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – SLT
- Monitoring the effectiveness of remote learning – reviewing work set by teachers weekly, monitoring the use of online learning platforms
- Supporting staff in communicating with parents and pupils
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## 2.6 Designated safeguarding lead

The DSL is responsible for:

- Maintaining contact, collating, passing on information and responding to any concerns of a safeguarding nature, according to the guidelines set out in the Child Protection and Safeguarding Policy (September 2020) and Keeping Children Safe in Education, DfE, September 2020.

## 2.6 Back office staff/administration team

If working from home when assisting with remote learning, the office staff must be available between 9am and 4pm from Monday to Friday. 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 procedures according to the attendance management policy.

When working on the school site and assisting with remote learning, office staff are responsible for:

- Ensuring that the central management system (Arbor) is kept up to date with the correct information for staff to access at all times.
- To take calls from parents regarding any remote learning issues and pass to the relevant staff member for a resolution. To log any calls that raise concern on CPOMs.
- To support the pastoral and welfare team with attendance and monitor the absence record, following up any concerns under the direction of the pastoral and welfare team, including absences that are covid related.
- To support teachers with any administration tasks that support remote learning, including photocopying, laminating and making phone calls or sending emails as requested if teacher is not available.

## 2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the hours of the school day 9am – 3pm from Monday to Friday – although they may not always be in front of a device the entire time.
- 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 – staff should refer parents to the weekly emails, the website for the weekly timetables and other useful links for learning.
- Support the class teacher in encouraging their child to engage in the remote learning that has been set.

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

## 2.8 Local advisory board

The local advisory 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/ SLT
- Issues with behaviour – talk to the SLT
- Issues with IT – talk to Stuart Seddon (computing lead) or SLT who can contact support if needed
- Issues with their own workload or wellbeing – talk to their line manager/SLT
- Concerns about data protection – talk to the data protection officer (Business Manager)
- Concerns about safeguarding – talk to the DSL or member of the safeguarding team

All staff can be contacted via the school email addresses.

## 4. Data protection

### 4.1 Accessing personal data

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

- All staff have access to CPOMS to record any parent contact or concerns about children: this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party.
- Teachers are able to access parent contact details via Arbor using a secure password. Do not share any details with third parties and ensure Arbor is in logged off.
- School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils. If staff are working from home, they can borrow a school laptop or netbook which must be signed in and out at the main office.

### 4.2 Processing 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 and doesn't require explicit permissions. While this may be necessary, 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)
- Using OneDrive linked to the academy office 365 accounts to share data safely
- 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

- Using a school's encrypted USB pen to transfer any data from device to device

## 5. Safeguarding

Please see the following for updates concerning safeguarding in relation to home learning:

- COVID-19 amendments to the Child Protection and Safeguarding Policy this also details reference to remote learning curriculum and risks online.

This policy is available on our website.

## 6. Monitoring arrangements

This policy will be reviewed as and when updates to remote learning are provided by the government by Samantha Thompson (Head of School) or Joanna Young (Principal). At every review, it will be approved by the SLT and LAB.

## 7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection and safeguarding policy (September 2020) 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