

Remote Learning Policy

Kippax Ash Tree Primary School

September 2020



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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

2.1 Teachers

When providing remote learning, teachers must be available between 8.30am – 3.30pm.

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 –
 - Teachers need to provide work for all students in their bubble via Class Dojo.
 - A daily timetable in line with the bubble's usual school day should be covered in terms of curriculum coverage and amount of lesson.
 - This work needs to be set as per the bubbles usual daily timetable
 - All work should be uploaded to class dojo via class story.
 - Work set should be consistent with the partner class in the same year group.
- Providing feedback on work –
 - Teachers will access work via the child's class dojo portfolio.

- o Teachers will comment on completed work giving feedback to children.
- Keeping in touch with pupils who aren't in school and their parents –
 - o Teachers are expected to make regular daily contact through class dojo with all pupils in their bubble.
 - o Teachers should be available to answer class dojo messages between 7am-7pm in line with the school recommendations.
 - o Minor complaints or concerns shared by parents or pupils should be responded to by the class teacher. These should be passed on to Pastoral / SLT if the teacher feels this is necessary.
 - o If children fail to complete work the teacher needs to inform Pastoral / SLT as phone calls home can be made. Back up paper copies of work set can be made available for any child.
- Attending virtual meetings with staff, parents and pupils –
 - o Teachers should dress appropriately for any virtual meeting.
 - o Teachers should hold virtual meetings in an appropriate location (e.g. avoid areas with background noise, nothing inappropriate in the background)

If teachers will also be working in school, they will still need to provide remote learning via class dojo for any child who is self-isolating in line with the class's daily timetable.

2.2 Teaching assistants

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

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.

If teaching assistants are working from home they must complete tasks set by their bubbles class teacher.

If they are working in school, they will be given responsibilities and be asked to support in a different class or support a particular child.

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 – 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
- Reviewing children portfolios for quality assurance and curriculum coverage.
- Ensuring subject policies are up to date.
- Carrying out personal CPD and personal research to support their subject leadership.

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 through regular conversations with teachers and subject leaders, reviewing work set and 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

If staff members have a safeguarding concern regarding a child they need to follow the schools Safeguarding disclosure procedure and report it to the school's DSL via CPOMS.

The DSL has a responsibility to:

- refer cases of suspected abuse to the local authority children's social care as required;
- support staff who make referrals to local authority children's social care;
- refer cases to the Channel programme where there is a radicalisation concern as required;
- support staff who make referrals to the Channel programme;

refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required; and

- refer cases where a crime may have been committed to the Police as required.

2.6 IT staff

IT staff 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
- Assisting pupils and parents with accessing the internet or devices

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
- Seek help from the school if they need it – if you know of any resources staff should point parents towards if they're struggling, include those here
- 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. 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 DHT / HT
- Issues with behaviour – talk to the DHT / HT
- Issues with IT – ask advise from IT technician
- Issues with their own workload or wellbeing – talk the DHT / HT
- Concerns about data protection – talk to the data protection officer (Wendy Harrington)
- Concerns about safeguarding – talk to the DSL (Mrs Campbell, Miss Smithies or Mrs Bellas)

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes:

- Staff should use school's devices such as ipad or laptop and not their own personal device for remote learning.

4.2 Processing personal data

Parents and staff will be connecting through the secure Class Dojo app. Staff will not need to collect email addresses for the remote learning system. Parents have given permission for staff to connect with them through the class dojo app. 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)
- 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

*Refer to the BLP Safeguarding and Child Protection Policy on the school's website.

6. Monitoring arrangements

This policy will be reviewed annually by Hannah Smithies, Deputy Head Teacher At every review, it will be approved by the BLP and /or Governing Body.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding and 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