

Remote Learning Policy

Blakesley Hall Primary School



Approved by: Governing Board

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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 during their normal working hours. 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
 - For their own class
 - A mixture of paper-based and online work
 - When this work needs to be set (3pm the day before)
 - Work should be uploaded via the Class Dojo system
 - Providing feedback on work
 - Via Class Dojo
 - Keeping in touch with pupils who aren't in school and their parents
 - Make regular contact, via Class DOJO and the telephone (liaise with AHTs)
 - Teachers shouldn't answer emails outside of working hours
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- Handle any complaints or concerns shared by parents and pupils – in the usual way (YGL, then AHT, DHT then HT)
- Attending virtual meetings with staff, parents and pupils
 - Dress code as for work on site
 - Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

If teachers will also be working in school, the AHT will be responsible for co-coordinating home learning or the class

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during their normal working hours. 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 are responsible for:

- Supporting pupils who aren't in school with learning remotely
 - Which pupils they'll need to support will be determined by the year Group Leader
 - How they should provide support this will be agreed with the Year Group Leader
- Attending virtual meetings with teachers, parents and pupils – cover details like:
 - Dress code
 - Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

If teaching assistants will also be working in school, where relevant explain who will cover the responsibilities above during this time.

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

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 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 Lead DSL is responsible for:

- Ensuring that all referrals are responded to, including coordinating home visits where necessary
- Keeping the Vulnerable Children list up-to-date and sharing any information with fellow DSLs to ensure continued high levels of safeguarding continue
- Carrying out the responsibilities of the role whether in person or remotely
- Maintain contact with the Safeguarding Governor regularly

2.6 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff 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 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:

Here are some suggested issues and the most likely points of contact, but adapt and add to this as needed:

- Issues in setting work – talk to the relevant Assistant Headteacher or subject leader
- Issues with behaviour – talk to the relevant Assistant Headteacher, Deputy Headteacher or Headteacher
- Issues with IT – email ClarkIT or speak with the Computing Lead
- Issues with their own workload or wellbeing – talk to their Line Manager
- Concerns about data protection – talk to the Data Protection Officer (Dee Ord, SBM)
- Concerns about safeguarding – talk to one of the DSLs

4. Data protection

4.1 Accessing personal data

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

- Use the L:drive initially from school, the information can then be shared by a member of SLT via the OneDrive (password protected)
- Staff will use a school device and only with express permission and in exceptional circumstances from the Headteacher, their personal device

4.2 Processing personal data

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

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

Our current safeguarding policy applies

6. Monitoring arrangements

This policy will be reviewed regularly during the pandemic by Heather Phillips, Headteacher. At every review, if there are significant changes, it will be approved by the Governing Board.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy