



Remote learning policy

Swinderby All Saints Church of England Primary School

Approved by: Zoe Longstaff

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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 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** for **whole bubbles** teachers are responsible for:

- Setting work for their **own** class or any children that are self-isolating
- They need to provide work that is as close as they possibly can to the curriculum timetable that they would cover in school including: a daily phonics/spelling, Number bonds/ multiplication task, English, maths, Handwriting and storytime/ reading session. This should include at least one pre-recorded lesson via Teams and one 'live lesson* **daily**.' There will also be an opportunity for children to check in with their teacher and teaching assistant at the start of the day and at the end of the day. Current long and medium term curriculum planning will be used including WRM, Cornerstones etc. **Where useful** Oak Academy and Bitesize will also be used.
- Work that is set needs to be sent to the parent by 8pm at the latest the night before. This needs to be uploaded to the Class page of the school website or sent out via Teams.
- Subject leads need to liaise with other staff to ensure consistency across year groups
- Teachers having a class will need to work on their own days unless otherwise agreed by Head Teacher
- Staff will not be expected to answer e mails outside of 8.30am to 4pm unless they choose to do so
- Class teachers will be expected to contact parents of children and try to speak to the children at least once a week by phone or via live lessons. If staff are not in school staff will need to use either their own phone with a number withheld or contact the child via Teams to do this
- School will provide laptops to teachers to be able to deliver this

When providing **remote learning** for **individual's** teachers are responsible for:

- Setting work for **Individual** children that are self-isolating
- They need to provide work that is as close as they possibly can to the curriculum timetable that they would cover in school including: a daily phonics/spelling, English and Maths session. This **does not** have to be pre-recorded or 'live' lessons unless the staff member chose to do this. Current long and medium term curriculum planning will be used including WRM, Cornerstones etc. Where useful Oak Academy and Bitesize will also be used.
- This work will be e mailed out to the parent by 8pm at the latest the night before.
- Staff will not be expected to answer e mails outside of 8.30am to 4pm unless they choose to do so. Response time will be much slower as the class teacher is delivering lessons in school as well
- Class teachers will be expected to contact parents of children and try to speak to the children self-isolating at least once a week by phone if staff are in school. If staff are not in school staff will need to use either their own phone with a number withheld or contact the child via Teams to do this

Feedback on work:

This will be provided by:

Work being returned on Teams and staff will give feedback on it. A log will be kept of children returning work and notes on the work's quality. Next steps provision etc.

Failure to complete work

- Children who DO NOT complete work will be contacted and support will be offered. This will include where possible, printing sheets, bespoke support etc.

Meetings with parents and children online

- To ensure staff's safety online meetings carried out with parents should take place with a neutral background. Staff should be dressed in normal day clothes.
- For Teams 'live lessons' 2 members of the teaching bubble should be online at all times.
- If a whole bubble is isolating then contact should be made with the children and parents via Teams at least once a week

Complaints

- Any complaints made about work or any safeguarding concerns should be reported to the Head or Deputy Safeguarding Lead Mrs Lill

Staff absence

- In the absence of a member of staff due to illness. The staff member will liaise with the Head and Teaching Assistant work for that bubble work will be set.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during their normal working hours but no later than 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 to Tracey Sims or Zoe Longstaff

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

- Supporting pupils who aren't in school with learning remotely –
- E.g. their class bubbles
- Joining in the 'Live lesson' that each class will provide daily
 - Attendance at any virtual meeting that the Class teacher sets up within their hours. If online please use a neutral background. Staff should be dressed in normal day clothes.
- Making phonecalls from school to assist the Class Teacher in checking on pupils not attending

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 The Head teacher to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set at 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, The Head Teacher is responsible for:

Co-ordinating the remote learning approach across the school and monitoring the security of remote learning systems, including data protection and safeguarding considerations

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- Subject leaders to monitor what is happening across the school reviewing work set and reaching out for feedback from parents and pupils

2.5 Designated safeguarding lead

The DSL is responsible for:

Safeguarding the children on line. If staff are unhappy with what they see online they will report this to the Safeguarding Lead or Deputy Safeguarding Lead.

2.6 IT staff

IT staff (Active8) support@a8mt.co.uk are responsible for:

Maintaining e mail addresses

- 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

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

Zoe Longstaff (Head Teacher) zoe.longstaff@swinderby.lincs.sch.uk- Curriculum, Safeguarding, general

Alison Hul (Class 2 Teacher) alison.hul@swinderby.lincs.sch.uk- if Zoe is unavailable

Tracey Sims (Senior administrator) tracey.sims@swinderby.lincs.sch.uk- Administration, general

4. Data protection

4.1 Accessing personal data

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

- Will use school provided laptops which will be accessed using 2 factor authentication

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as e mail 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

These tips are based on our article on the [GDPR and remote learning](#). Add your own rules if you have additional security measures in place, or delete any that you've already put in place in the devices you've provided for staff.

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

See **School Child Protection Safeguarding policy**. September 2020

6. Monitoring arrangements

This policy will be reviewed at least termly or as required by The Head Teacher. At every review, it will be approved by The Chair of Governors- Sue Marris.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- School Child Protection Safeguarding 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