

Remote learning policy

Lyncrest Primary School



Last reviewed on:	15.9.21
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Next review due by:	1.9.23
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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, both if a whole class is learning from home and if an individual child is learning from home.
- › 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 9:00am and 3:15pm on their normal working days. Any messages from parents should be responded to during these normal school hours; however, teachers may respond to messages outside these hours if they choose to (to help manage work load).

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 all children in their class (and/ or any other relevant children who have been previously discussed; for example in the event that work in another teacher's class may need to be covered due to absence).
- › In Key Stage 1 and 2 for each day of remote learning, the teacher will need to provide a maths and English task. Across a given week, the teacher will need to provide relevant tasks for all other subjects that would normally be taught.
- › In EYFS for each day of remote learning, the teacher will need to provide a maths and English task. Across a given week, the teacher will need to provide relevant tasks for all other key areas of learning.
- › In all year groups, tasks for the following day must be uploaded by 5:00pm on the day before it is due to be completed.
- › All work is to be uploaded using the Class Dojo application.
- › Children will be expected to upload tasks completed via the Class Dojo application. All tasks uploaded will be seen by the class teacher. Feedback for work be given where necessary and the level of feedback will be determined by the support necessary in assisting the child to develop their learning.
- › Class teachers will be able to maintain contact with children through the process of feedback via Class Dojo; however, they may wish to have contact with a child or group of children through a virtual meeting.

In this event they must follow the school's virtual meeting policy. During a virtual, adults must ensure they are wearing appropriate attire and ensure they are in an appropriate environment (without excessive background noise or inappropriate wall art). At all times staff will follow the staff code of conduct.

- › Complaints or concerns directed to the class teacher about remote learning must be shared with the SLT so that they may make a decision as to the best course of action to address the complaint or concern.
- › The class teacher must monitor children's engagement in remote learning tasks and where it is apparent children are not engaging, pass this information over to the SLT. If it is found there is a lack of engagement due to limited access to appropriate technological devices the SLT will facilitate another method of engagement (e.g. hard copies of work sent home). The SLT can also determine other actions to ensure engagement in the tasks.
- › If individuals are learning at home, due to having Covid or isolating, teachers will make contact with the family via Class Dojo to find out if the child is well enough to work at home. If they are, teachers will then provide relevant work for the child as outlined above. They will respond and check in with the children regularly but with the understanding that they will still be carrying out face-to-face teaching in the classroom for the rest of the children.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during their normal working hours on their normal working days.

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 setting work for children with whom they would normally undertake intervention work with (and/ or any other relevant children who have been previously discussed; for example, in the event that work in another teacher's class may need to be covered due to absence).
- › If Teaching Assistants take part in virtual meetings, they must ensure that the virtual meeting policy is adhered to along with the staff code of conduct and all other relevant staff policies.

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
- › 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 and monitoring the effectiveness of remote learning. This will be done through weekly meeting with each class teacher to review work set and responses and engagement from learners. Where it is clear there is a lack of engagement by a child in remote learning, it is the responsibility of the senior leaders to take timely action to ensure this engagement is increased.
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for responding to any safeguarding concerns. All safeguarding concerns are to be reported to the safeguarding team via MyConcern (outlined in the schools Child Protection and Safeguarding Policy).

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 relevant subject lead or Inclusion Lead/ SENCO
- › Issues with behaviour – talk to the Deputy Headteacher
- › Issues with their own workload or wellbeing – talk to the Deputy Headteacher
- › Concerns about data protection – talk to the Headteacher
- › Concerns about safeguarding – talk to the DSL and report immediately via MyConcern

4. Data protection

4.1 Accessing personal data

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

- › Access all data within school, via the server.
- › Staff should only use devices provided by the school to access any personal data or the server.

4.2 Processing personal data

Staff members may need to collect and/or share personal data 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 (which is prohibited)
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

5. Safeguarding

The school will continue to follow the Child Protection and Safeguarding Policy which contains an addendum relevant to remote learning, in which a lack of face to face contact limits contact between the school and its pupils. As such the addendum sets out actions to ensure during this time all children are safe.

6. Monitoring arrangements

This policy will be reviewed when necessary by the head teacher to reflect ongoing changes. At each review it will be shared with the governing body.

7. Links with other policies

This policy is linked to our:

- Child protection policy and safeguarding policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Staff code of conduct