

Remote learning policy

Turvey Primary School

**Approved by: Full
Governing Body**

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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 3.45pm

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:

Isolating pupils - Pupils may be required to isolate for between 1 and 14 days. Teachers will aim to email remote learning to parents by 10am on day one.

This will follow the planning for the normal school timetable and will always include daily Maths and English.

Wherever possible parents will email the completed work back to the class teacher.

Any pupils without access to the Internet/digital devices will either be loaned a school laptop or will be provided with work that does not require computer access. The Head teacher is aware of which families do not have digital devices and will liaise with teachers accordingly.

- Providing feedback on work:

- Teachers will encourage parents to return completed work
- Teachers will provide feedback during the daily phone call or via email

- Keeping in touch with pupils who aren't in school and their parents:

- Teachers are expected to make a brief daily phone call (Mon-Fri) to all children that are self-isolating. The purpose of this call is to check on the child's wellbeing, encourage engagement with remote learning and answer any queries related to the learning activities that have been provided.

- If any complaints or concerns are shared by parents and pupils these should be referred to the Head teacher – for any safeguarding concerns, refer teachers to the section below
- Teachers will refer any behavioural issues to the Head teacher.
- Attending virtual meetings with staff, parents and pupils:
 - Staff will be expected to adhere to the normal school dress code in the staff code of conduct
 - Staff will be expected to avoid areas with background noise and to ensure there is nothing inappropriate in the background
 - Wherever possible staff will be in school for these meetings

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between their normal working hours (unless an alternative agreement is in place), 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 are not in school with learning remotely. This will be organised via the class teacher or Head teacher/Senco.
- Attending virtual meetings with teachers, parents and pupils:
 - Staff will be expected to adhere to the normal school dress code in the staff code of conduct
 - Staff will be expected to avoid areas with background noise and to ensure there is nothing inappropriate in the background
 - Wherever possible staff will be in school for these meetings

2.3 Subject Leaders

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 through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

2.4 Assistant Head teacher

Alongside any teaching responsibilities, senior leaders are responsible for:

- Supporting the Head teacher to co-ordinate the remote learning approach across the school
- Monitoring the effectiveness of remote learning – such as 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 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable by telephone during the school day
- Complete work to the deadline set by teachers
- Seek help if they need it by notifying teachers during the daily phone call or by asking their parents to contact the class 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
- Be respectful when making any complaints or concerns known to staff

2.6 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 SENCO
- Issues with behaviour – talk to the Head teacher
- Issues with IT – talk to IT provider - Insight
- Issues with their own workload or wellbeing – talk to the Head teacher
- Concerns about data protection – talk to the data protection officer (Assistant Head teacher)
- Concerns about safeguarding – talk to the DSL (Head teacher)

4. Data protection

4.1 Accessing personal data

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

- Only use staff laptops to access data

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. Staff must remember to BCC any emails sent to multiple recipients

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)
- Use cloud storage that is password protected or an encrypted hard drive, 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. Full lockdown

In the event of a full lockdown, we will follow advice from the DFE. The teachers will use Google Classroom for remote learning. This will make it easier for pupils and parents to access remote learning from one place. KS2 pupils should be able to access/use this independently.

- 3 hours of learning per day will be issued for KS1 and 4 hours for KS2 (as per DFE guidance). This will be in the form of 3 lessons per day with supplementary activities. These lessons will be Maths, English plus one other. The third lesson will cover all other subjects on rotation.
- Each child will be issued with a school email and password.
- There will be one live lesson per day per class using Webex. These will be arranged so that each class has a different time slot. The timetable will be placed on Google Classroom.
- KS2 will have a live music and French lesson each week from their specialist teachers.
- Mental health and wellbeing (of staff and pupils) will be a priority. This will be supported by the Headteacher and the Assistant Headteacher. Resources will be shared with pupils and parents and there will be a weekly whole school assembly with a wellbeing focus.
- Teachers will make it clear which learning needs to be submitted to the teacher and feedback will be provided.
- Support will be given to parents/pupils so that everyone can access remote learning. Electronic devices will be loaned to any families that need them.
- Teachers will continue to remind pupils parents about online safety.

6. Safeguarding

A Covid 19 addendum has been added to the child protection and safeguarding policy. This can be found on the school website.

7. Monitoring arrangements

This policy will be reviewed by the Head teacher. At every review, it will be approved by the full governing board.

8. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement (including Covid 19 home school agreement)
- ICT and internet acceptable use policy
- Covid 19 contingency policy