Ashton CEVC Primary School
Remote Learning Policy

Approved by: FGB		Date:
Last reviewed on:	30th September 2020	
Next review due by:	30th September 2021	

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 for a bubble or school closure a teacher must be available between 8.30am and 3.15pm on their usual working days. If you are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this to the head teacher.

When providing remote learning, teachers are responsible for:

Setting work:

➢ Planning for a daily maths and English input to be posted on an online portal.

➢ Planning a range of tasks for other areas of the curriculum and post one per day to ensure a balance across the curriculum. This should also be posted onto the online portal.

➢ Setting differentiated tasks for the children in their class.

➢ Set a weekly task related to online safety through the Think U Know Website.

➢ Ensure work for the day is posted by 9am on the day it is to be completed (it can be posted the afternoon before).

➢ Consider children who have limited access to online resources when planning work to ensure that they can take part.

Providing Feedback on Work:

➢ Pupils and parents can post work online to teachers via the online system.

➢ Teachers can comment on work to provide feedback to the children.

➢ Teachers should respond to any emails or messages from parents/children within 48hours (in the working week)

Keeping in touch with pupils and parents:

➢ Weekly Star of the Week to be added to the Class Story by 3pm on a Friday.

➢ Messages and emails received through teacher email are to be checked between 9am and 3pm Monday – Friday. Messages must be replied to within 48 hours with replies sent within working hours.

➢ Any issues that are received are to be dealt with professionally by the class teacher and the Head Teacher should be BCC'd in to the communication. If necessary, contact the Head Teacher for advice before responding.

> ➢ Teachers are to attempt to make contact with all pupils in their class every two weeks via telephone call when in school or from a withheld number. Contact details will be accessed via an encrypted spreadsheet. Teachers to record all communication with each family and alert DSL/DDSL if there are any safeguarding concerns.

> ➢ Contact should be polite and encouraging. Teachers must adhere to Staff Code of Conduct and not give out any personal detail. Any concerns should be raised with either the HT or AHT who may choose to contact the parents directly.

> ➢ If parents are failing to complete work with the children, explore reasons for this and offer support. Continue to monitor and inform the head teacher who will make contact with the family if this continues.

Attending virtual meetings with staff

> ➢ Staff will have a weekly meeting via Zoom at a time to be agreed

2.2 Teaching Assistants

When assisting with remote learning, teaching assistants must be available during their usual 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 individual children, identified with the class teacher in their home learning. This will be through looking at work, setting some work based on interventions in school and liaising with the class teacher/SENDCo to prepare any work that needs setting. Any direct messages to parents can be sent through the SENDCo or Class Teacher.

2.3 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

> Co-ordinating the remote learning approach across the school ensuring consistency.
> Ensuring that all staff know their role and responsibility during this time.
> Monitoring the effectiveness of remote learning, ensuring coverage of tasks, differentiation and response to pupil work,
> Monitoring the security of remote learning systems, including data protection and safeguarding considerations in liaison with Easi PC.

2.4 Designated safeguarding lead

The DSL/DDSL is responsible for:

> ➢ Making weekly contact with children and families who are on CP/CIN/EHA. Keep a log of all contact.
> ➢ Continuing to liaise with agencies to support families and seek advice.
> ➢ Be a point of contact for MASH

2.5 Pupils and parents

Staff can expect families learning remotely to:

> Be contactable during the school day – although consider that families will manage their daily timetables to suit them.
> 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

➢ 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

2.7 Families who are self-isolating or are confirmed with Covid-19 whilst school remains open.

Families who are self-isolating due to travel, an isolated case in their family or have been contacted via Track and Trace will be directed to the Oak National Academy to manage learning at home. https://www.thenational.academy/

Teachers will send an email to parents to let them know the level of work to complete if different from the year group that the child is in.

This will enable teachers to manage workload whilst still teaching their usual lessons in school. Parents can post work to Class Dojo to share with the class teacher. This will be checked periodically during the week.

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 suitable work – talk to the SENDCo/HT/Subject Lead

> Issues with behaviour – talk to the head

> Issues with IT – talk to head/Easi PC

> Issues with their own workload or wellbeing – talk to the head teacher

> Concerns about data protection – talk to the data protection officer/head teacher

> Concerns about safeguarding – talk to the DSL/DDSL

4. Data protection

4.1 Accessing personal data

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

> Ensure that encrypted devices are used and work stored on the secure google drive.

> Use school issued laptops for working rather than personal devices.

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

These tips are based on our article on the GDPR and remote learning.

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

> Do not leave laptops/devices in cars.

> 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 our Child Protection Policy 2020

6. Monitoring arrangements

This policy will be reviewed annually by the head teacher.   At every review, it will be approved by the FGB.

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