



REMOTE LEARNING POLICY

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1. Aims

This remote learning policy for staff aims to:

- Proactively respond to the Coronavirus Act 2020 which sets out the legal duty of schools to provide remote education for children who are unable to physically attend school due to coronavirus.
- 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

- Teachers including Teaching and Learning Team Leaders.
- Support Staff including Pastoral Care Team, HLTAs, LSAs and Apprentices.
- Senior Leadership Team including Headship Team and SENCO.
- Designated safeguarding lead.
- Administrative Staff including IT and Medical.
- Pupils and Parents.
- Governing Body.

2.1 Teachers including Teaching and Learning Team Leaders

When providing remote learning, teachers must be available between 08:30 – 15:30. 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 – work needs to be set following the long-term curriculum plan as usual and setting work remotely is applicable to teachers who are both self-isolating or working from school:
 - Teachers are expected to set work using Microsoft Office365 platform and app MS Teams.
 - It is the responsibility of all class teachers to ensure that home learning will be set for the year group and any individual classes the teacher has including sets where appropriate.
 - This needs to be set in line with the Core Home Learning table below and must include a minimum of one video in English, Maths and Science weekly and must adhere to current curriculum and termly planning. Additionally, it is expected that the current timetable is adhered in order to provide a full and balanced curriculum for children who are learning remotely or for children who are in school with an absent teacher.
 - Planning for all abilities (including SEND children), needs and provisions must take place as normal and where necessary scaffolding materials and differentiation must be made available to ensure the curriculum remains accessible for all learners.

- This must all be made available to children via Teams by 08:30 as per our normal learning day.
- It is expected that all staff will liaise with their team, including members of support staff on a daily basis to ensure consistency and coherence of communication.

CORE HOME LEARNING		
Daily practice	Daily lesson	Weekly
Multiplications	PE	Foundation subjects
Number bonds	Maths	Specialist subjects:
Spelling Rules	Reading	Drama
Phonics	Writing	Art
Handwriting	SPAG	Music
Storytime		Computing

- Teaching and Learning Team Leaders will continue to ensure that their curriculum area is being taught appropriately and that all content is being covered, is appropriate and is being taught consistently.
- Additionally, Teaching and Learning Team Leaders will liaise with one another to ensure consistency across the curriculum through monitoring where appropriate and providing support to class teachers in the form of available resources and video material that may support home learning in their curriculum area. The Teaching and Learning Team Leaders will continue to take part in regular Team meetings virtually to ensure this consistency and to ensure high standards of teaching and learning across the curriculum.

➤ Providing feedback on work:

- It is the expectation that teachers will daily acknowledge daily the receipt of work submitted by children.
- To provide personalised feedback on a minimum of one piece of writing weekly.
- For all other writing lessons, rubrics and more generalised feedback should be given.
- To provide personalised feedback on a minimum of one piece of maths work, particularly reasoning, word problems or maths challenges set.
- For all other maths lessons, rubrics, self-marking tool and more generalised feedback should be given.
- It is expected, as per our Fast Feedback marking policy that children are made aware of their targets and next steps regularly.

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

- It is the expectation that class teachers will make twice weekly phone calls home to all pupils in their class, this will be more frequent where any concerns are identified, to maintain frequent contact with any families identified as vulnerable or to make learning more accessible for children with SEND.
- In addition to phone calls home, class teachers will be contactable via a generic whole year group email account during their working hours and must respond promptly to all student and parent enquiries.
- Any complaints or concerns raised by parents should be feed back to SLT.
- Any safeguarding concerns, should be logged as per our Child Protection and Safeguarding Policy.

Ongoing issues with behaviour, lack of continued effort or where children are identified as not engaging with online learning will result in parent consultations (it is the responsibility of class teachers to monitor this).

➤ Attending virtual meetings with staff, parents and pupils, staff must:

- Adhere to our Dress code policy
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

2.2 Support Staff including Pastoral Care Team, HLTAs, LSAs and Apprentices

When assisting with remote learning, teaching assistants must be available between their contracted 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:

- Provide differentiated activities and tasks for their groups or individual children that they work with.
- Where any concerns are identified or to make learning more accessible for children with SEND support staff should make additional phone calls home to any children that they would normally work with – in particular to talk children through set learning and to provide additional support
- Additionally, where directed by class teachers to provide more generalised support across the year group.

➤ Attending virtual meetings with teachers, parents and pupils:

- Adhere to our Dress code policy.
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background).

2.3 Senior Leadership Team including Headship Team and SENCO

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school including accessibility for teachers, all staff should liaise with the senior leadership team where they face difficulties with accessibility.
- Monitoring the effectiveness of remote learning – conducting meetings with all staff reviewing good practice, processes and overall effectiveness. This will include conducting parent/children feedback meeting and/or online surveys. Ensuring high quality teaching and learning is taking place remotely and that children have access to a replicated curriculum with no compromise on quality or content. Including, ensuring that all key groups are being catered for with online learning (disadvantaged/ SEND and EAL)
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

2.4 Designated safeguarding lead

Please ensure that you read the safeguarding policy alongside this document – it is the responsibility of all staff to raise any concerns via our Safeguard software system which can be accessed remotely. A member of the Designated Safeguarding team will pick this up.

- It is the expectation that the Designated Safeguarding Lead will be contactable during their contracted hours and will react and respond promptly to any concerns raised as per our safeguarding policy.
- In cases where concerns have previously raised children will continue to be monitored and additional contact home will be made by Designated Safeguarding Leads and the Pastoral Care Team.

2.6 Administrative Staff including IT and Medical

IT staff are responsible for:

- 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.
- Assisting pupils and parents with accessing the internet or devices.
- Updating staff with current changes to applications/IT infrastructure/remote learning tools.

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Complete work to the deadline set by teachers.
- Seek help if they need it, from teachers or support staff.
- 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.
- Use only school-based support systems such as school email, school telephone address or Microsoft Office Teams.

2.8 Governing body

The governing body 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, in the first instance all staff should contact their Achievement Lead who may pass it on to the Senior Leadership Team.

4. Data protection

4.1 Accessing personal data

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

- Ensure they do not share any personal information, keep passwords and usernames secure.
- Only use school provided/approved devices to access school systems.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email address, password 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. More information can be found in our Online Safety Policy.

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/passcode 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).
- 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. Links with other policies

This policy is linked to our:

- Behaviour for Learning policy.
- Safeguarding and Child protection policy.
- Data protection policy and privacy notices.
- Home-school agreement including amended Home-school agreement Covid-19.
- Acceptable Use policy.
- Online safety policy.
- Staff code of conduct.