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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 9am – 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. If it affects the completion of any work required ensure that arrangements have been made with year group partners or SLT to ensure work is completed.

When providing remote learning, teachers are responsible for:

- › Setting work:
  - Pupils who are isolating but are feeling well are expected to access learning online
  - Work for core subjects such as maths and English will be set each day, as well as time allocated to reading, times tables practice and learning spellings. An additional foundation subject (e.g. science, history and geography) will be set each day.
  - Work will be uploaded onto Google Classroom or Tapestry the day before. In the instance of the first day of absence, work will be uploaded as soon as is reasonably possible.
  - KS2 pupils have regular access to Google Classroom so are familiar with how to access the work. KS1 pupils will have their work set via Tapestry, which parents are already using.
  - Devices are available to loan to pupils who do not have access to a suitable device at home.
- › Providing feedback on work:
  - Teachers will mark completed work daily and new work will be set.
  - Feedback will be provided for core subjects and where necessary for other work.
- › Keeping in touch with pupils who aren't in school and their parents:
  - A member of staff will make contact in the first instance to ascertain how the pupil is and if they are well enough to complete work.



- Further contact will be via email, school ping or telephone.
  - Teachers will respond to any contact made during working hours only. Emails received outside of these hours will be responded to the following day.
  - Complaints or concerns will be managed in accordance with school policy. These may be referred to SLT or the head teacher, or safeguarding leads, depending on the concern.
  - If pupils do not engage with online learning, teachers will, in the first instance, discuss this with their parents / carers to establish if any further support can be offered. Where necessary, this will be escalated to SLT and / or the head teacher.
- Attending virtual meetings with staff, parents and pupils:
- Staff should dress smartly, as they would in a professional environment.
  - When attending online meetings, staff should ensure they are in a quiet room with no distractions.

## **2.2 Teaching assistants**

When assisting with remote learning, teaching assistants must be available between 9am and 3pm. 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. If it affects the completion of any work required ensure that arrangements have been made with year group partners or SLT to ensure work is completed.

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

- Supporting pupils who aren't in school with learning remotely:
- Mark pupils' work and provide feedback.
  - In some instances, it may be effective to use Google Classroom to offer 'live' support or interventions.
- Attending virtual meetings with staff, parents and pupils:
- Staff should dress smartly, as they would in a professional environment.
  - When attending online meetings, staff should ensure they are in a quiet room with no distractions.

## **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 (as highlighted on the medium term planning)

## **2.4 Senior leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – if you've assigned one member of staff to lead on this, highlight them here
- Monitoring the effectiveness of remote learning – explain how they'll do this, 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 Designated safeguarding lead**

See School Safeguarding Policy

## **2.6 IT staff**

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

## **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:

Here are some suggested issues and the most likely points of contact, but adapt and add to this as needed:

- › Issues in setting work – talk to the relevant subject lead or SENCO
- › Issues with behaviour – talk to SLT
- › Issues with IT – talk to IT staff (Curt)
- › Issues with their own workload or wellbeing – talk to SLT
- › Concerns about data protection – talk to the data protection officer (Hayley)



- › Concerns about safeguarding – talk to the DSL (Juliet, Debbie, Sharon, Mel)

## **4. Data protection**

### **4.1 Accessing personal data**

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

Explain:

- › How they can access the data, such as on a secure cloud service or a server in your IT network
- › Which devices they should use to access the data – if you've provided devices, such as laptops, make staff use these rather than their own personal devices

### **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**

Talk to your data protection officer for more help, and your IT staff if you want to include details on how to put these measures in place.

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 Safeguarding Policy

## **6. Monitoring arrangements**

This policy will be reviewed annually by the deputy head. At every review, it will be approved by the full governing board.

## **7. Links with other policies**

This policy is linked to our:

- › Behaviour policy
- › Child protection policy and coronavirus addendum to our child protection policy

# **NORTH DENES PRIMARY SCHOOL**

## **REMOTE LEARNING POLICY**



- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy