

Remote learning policy

Boutcher CE Primary School



Approved by:

Boutcher CE Primary
School GB

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Contents

1. Aims.....	2
2. Roles and responsibilities.....	3

2.9 In the event of individual pupil self-isolation through Covid.....	5
3. Who to contact.....	5
4. Data protection	6
5. Safeguarding	6
6. Monitoring arrangements.....	6
7. Links with other policies.....	7

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

Homework is now expected to be set using Google Classroom, enabling a smooth transition from class to home learning.

When providing remote learning for the whole class, teachers must be available between 9:00am-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.

When providing remote learning, teachers are responsible for:

➤ Setting work on Google Classroom when a year group is absent. The timetable MUST include a mixture of live or pre-recorded lessons as well as on-line activities such as Mathletics and readiwriter.

- ✓ Create a timetable for the week, similar to that taught in school, including all subjects across the curriculum
- ✓ Ensure that the children know when they are expected to complete and upload work
- ✓ Expect the same high standards of work & presentation as demanded in class
- ✓ Hold live registration sessions at the start of all live sessions
- ✓ Gather zones of regulation information twice a day to monitor emotional wellbeing & follow-up on any concerns, using the school's safeguarding procedures when necessary.
- ✓ Ensure that children have continued interaction with the teacher & other children
- ✓ Liaise with other KS staff to ensure consistency of provision
- ✓ Provide scaffolds for children to achieve the learning or set differentiated tasks, where necessary
- ✓ Upload weekly timetable to Google Classroom
- ✓ Create online resources to support learning throughout the week on Google Classroom. These may include pre-recorded lessons by a teacher, live lessons by teacher or member of support staff, Oak Academy, BBC bitesize or other resources.
- ✓ Ensure children know how to complete assigned work, turn it in, use templates, take photos of written work & upload
- ✓ Marking and commenting on work, either together, whole class feedback sheets or individually, completed through Google Classroom.
- ✓ Ensure children understand online safety

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

- ✓ Via the private message function in Google Classroom or by phone
- ✓ Children's work acknowledged using Google Classroom marking system. Marks are given for effort as well as quality
- ✓ Certificates awarded on a weekly basis
- ✓ Any issues that are received will be dealt with professionally by the class teacher with the headteacher kept informed, if necessary
- ✓ Children are expected to attend live sessions and parents will be contacted directly to follow-up any absence
- ✓ Withheld numbers may be used as teachers can use their mobile phones from home. Contact details can be accessed through Scholar Pack. Make a record of any contact with parents and add any relevant actions. Alert the safeguarding team with any immediate concerns

- ✓ Contact should be polite & encouraging. Staff must adhere to the email policy & not give out any personal details. Any concerns should be forwarded to a member of the SLT.

➤ Attending virtual meetings with staff, parents and pupils:

- ✓ All children are expected to attend a number of virtual meetings daily & registration will be taken twice a day. All absences will be followed up.
- ✓ Avoid areas with background noise or inappropriate backgrounds. Dress appropriately.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9:00am-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.

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

➤ Supporting pupils who aren't in school with learning remotely –

- When requested by the class teacher or SENDCO
- Prepare work/resources for individual/small groups of children, when necessary
- Check on vulnerable children or those with additional needs daily, offer support & provide feedback to the class teacher

➤ Attending virtual meetings with teachers, parents and pupils

- ✓ Avoid areas with background noise or inappropriate backgrounds. Dress appropriately.

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- ✓ Supporting teachers/support staff with setting relevant online learning via Google Classroom
- ✓ Providing any necessary resources to enable effective learning
- ✓ Teaching specialist live lessons to classes e.g. music, Spanish

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning – regular meetings with teachers and support staff, reviewing work set or reaching out for feedback from children and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

- ✓ Maintaining contact, collating, passing on information, including data protection & safeguarding considerations
- ✓ See Covid amendments to the safeguarding policy

2.6 IT staff

IT staff are responsible for:

- Creating email accounts for children & staff
- 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
- Completing work to the deadline set by teachers
- Seeking help if they need it, from teachers or support staff
- Alerting teachers if they're not able to complete work
- Following the same behaviour standards in online lessons as are expected in school
- Respectful when making any complaints or concerns known to staff

Staff can expect parents with children learning remotely to be:

- Making the school aware if their child is sick or otherwise can't complete work
- Seeking help from the school if they need it
- Respectful when making any complaints or concerns known to staff

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

2.9 In the event of individual pupil self-isolation through Covid

- Weekly home learning to be set via Google Classroom for all individual who find themselves in isolation from Covid. **This provision is only for those children who are self-isolating from covid and not for those absent for other reasons.**
- ✓ Children in isolation will complete the zones of regulation to monitor their emotional well-being. Any concerns will be followed up as soon as possible.
- ✓ See relevant KS timetables on website
- ✓ Work will span across the curriculum
- ✓ Lessons will be a mixture of teacher resources, online activities or BBC Bitesize or Oak Academy
- ✓ Individual/ groups of children will receive one adult led live session every day
- ✓ The agreed feedback procedures will be followed

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 SENDCO/SLT
- Issues with behaviour – talk to the KS coordinator or SLT

- Issues with IT – talk to IT support or computing coordinator
- Issues with their own workload or wellbeing – Head teacher
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DS
- For any other concerns the office (phone or email), headteacher or class teacher via email

4. Data protection

4.1 Accessing personal data

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

- All staff would raise concerns using the secure email account
- Staff can access family details through Scholar Pac. No details will be shared with other families or third parties
- School laptops & iPads are the school's preferred devices to be used when accessing any personal information on pupils

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as, such as email addresses or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school & doesn't require explicit permissions.

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](#). Talk to the 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

Please see Safeguarding & Child Protection Policy which contains any current Covid advice. This policy is available on our website.

6. Monitoring arrangements

This policy will be reviewed annually or when necessary, depending on any new government or local authority advice. At any significant review, it will be approved by the Standards Committee, otherwise the headteacher will approve minor changes and inform the Governing Body.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding & Child protection policy
- ICT and internet acceptable use policy
- Online safety policy