Remote Learning Policy

Approved by:	Sara Harris	Date: October 5th 2020
Last reviewed on:	October 5th 2020	
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Contents

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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 3:15pm.

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

- o At 9:00am every morning, the teachers will use Google Meet (the code is placed onto the Google Classroom) so the children can be registered and meet their teacher and peers face-to-face. Here the teacher will welcome them and direct them to the necessary learning each morning. A register is automatically generated to show which pupils are in attendance and the duration of the meeting. All lessons will be recorded.

- o Class teachers and teaching assistants will allocate work for their class every day. A weekly timetable will be uploaded at the start of the isolation period so parents/carers are aware of what lessons will be taking place and when.

- o After the first day of isolation, a daily timetable will be uploaded onto the Google Classroom at 3:30pm for the following day so parents/carers and children are aware of the learning ahead.

- o Work will be uploaded onto the Google Classroom; all children have been set up with a user name and password and all children are already familiar with this. A parental help guide is available on the school website which contains links to vide tutorials should they be required.

- o All teachers have been trained and briefed accordingly so all classes are consistent. The Senior Leadership Team will be responsible for monitoring the quality and consistency of the work allocated on the Google Classrooms.

- o Bespoke, small group Google Meet meetings may take place if a child or group of children require additional support. All sessions will be recorded.

- o Teaching assistants will be responsible for hearing children read each day; notes will be recorded and, again, the session will be recorded.

> Providing feedback on work

- o All activities will be planned with a clear method of assessment for the end of each piece of work or unit of work. This might be in the form of using quizzes using Google Forms, data from Education City, Bug Club, Purple Mash or the GSuite as this will provide teachers will clear data from pupil attainment.

- o Instant feedback using Google Docs will be used when completing any written work.

- o Class Dojo will continue to be used and feedback can also be given here. Work can be uploaded and feedback given.

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

- o Children are expected to attend a Google Meet at 9:00am each morning with their teacher and peers. Here the children will have the option to ask any questions. If children are not attending, parents will be contacted via telephone

- o Teachers will respond to emails via their teacher Gmail accounts (featured on the website) within 24 hours Monday – Friday and within the working hours of 8:30am – 3:15pm.

- o Should there be any behavioural issues or if work is not complete, parents will be contacted via telephone and notes recorded onto CPOMS.

> Attending virtual meetings with staff, parents and pupils -

- o Dress code: teachers and teaching assistants must wear professional attire, as they would do in school.

- o Locations: areas with background noise will be avoided and spaces checked so there is nothing inappropriate in the background.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8:30am and 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

 o This includes working virtually with key groups of children (as directed by the class teacher)

 o Teaching assistants will provide support via Google Classrooms, Google Meet and via GSuite.

› Attending virtual meetings with teachers, parents and pupils –

 o Dress code: teachers and teaching assistants must wear professional attire, as they would do in school.

 o Locations: areas with background noise will be avoided and spaces checked so there is nothing inappropriate in the background.

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

› 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

› Alerting teachers to resources they can use to teach their subject remotely

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 subject leaders will take place, work set will be reviewed daily and feedback from pupils and parents will requested.

> Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for taking lead responsibility for child protection issues in school.

During term time, the DSL/Deputy DSL will be available during school hours for staff in school to discuss any safeguarding concerns. They will liaise with the three safeguarding partners and work with other agencies in line with the Working Together to Safeguard Children 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:

> Issues with setting work – talk to the relevant subject lead or SENCO

> Issues with behaviour – talk to the relevant Phase Leader

> Issues with IT – talk to Matthew Dalton / Primary T

> Issues with their own workload or wellbeing – talk to their line manager

> Concerns about data protection – talk to the data protection officer (Angela Purchon)

> Concerns about safeguarding – talk to the DSL (Sarah Steel, Sara Harris or Gaynor Cookson).

4. Data protection

4.1 Accessing personal data

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

> Staff will access data from a secure cloud service (GSuite), direct access to the school's server and via SIMS

> Use laptops and/or iPads provided by Robin Hood Primary School, which have been checked and approved for use by Primary T.

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

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 refer to our Safeguarding and Child Protection Policy which can be found on our school website under 'About Us and Policies'.

6. Monitoring arrangements

This policy will be reviewed biannually (subject to government guidance changes) by Sara Harris (Head teacher), Louisa Mees (Deputy Headteacher) and Rebecca Gascoigne (IT Lead and Assistant Headteacher). At every review, it will be approved by the full governing board/committee.

7. 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

> ICT and internet acceptable use policy

> Online safety policy