Remote learning policy

Milborne St Andrew First School

Approved by:	Governing Body	Date: November 16th 2020
Last reviewed on:	[16/11/2020	
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Contents

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 all children, teachers must be available between 8.30am – 3.20pm.

If they're unable to work for any reason during this time, for example due to sickness they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

- Setting work

  o   For children in their class who are self isolating due to Covid -19

  o   For children in their class who are off for medical reasons for more than two weeks

  o   For all children in their class in the event of school closure due to Covid -19 restriction

  o   The work set should as far as possible represent the amount covered within the school day and should offer guidance to parents as to how to structure the day

  o   The work set should be available to parents to view

  o   The work should be uploaded to Tapestry if appropriate

  o   Year group staff should take responsibility for their class, but may share out the work per job share or by sharing out tasks. It's also helpful to allocate children to key teacher in terms of pastoral support and contact

Providing feedback on work:

  o   Effective feedback for our children, especially our youngest will be challenging

  o   All work that teachers ask to be returned should at least be acknowledged

  o   All teachers or Teaching Assistants will be contacting each child at least once a week by telephone or a video link. Individual feedback or identifying misunderstandings can be discussed at this point

o Parents are able to email teachers directly through eschools when they feel the work is causing a concern, teachers should aim to respond within 48 hours but not on the weekend.

- Keeping in touch with pupils who aren't in school and their parents
    - o The class teacher or Teaching Assistant will telephone each child in their class at least once a week, the day the contact is made may vary
    - o If the child is off school for medical reasons for more than 2 weeks the school will consider the use of AV1 remote learning. This would provide the child with access to the lessons in the classroom. This can be rented weekly, application forms on Nexus.
    - o Emails from parents should be responded to within 48 hours between 8.45am and 4.00pm, staff should only check E mails within these hours and within their working week
    - o Where a concern or complaint is raised that is not linked to Safeguarding it should be shared with the Headteacher who will work with the classteacher in forming a response.
    - o Where it is clear that home learning is not being completed this should be raised during the weekly phone call. Where the learning continues not be be completed then the Headteacher will make contact with the family

    Where the issue is around lack of IT then the school would offer the use of school equipment etc. When it is due to a parents capacity ie their own work demands then alternative provision and support may be explored
- Attending virtual meetings with staff, parents and pupils:
    - o Dress code – this should match the normal requirements for staff when in school
    - o If this is taking place outside of the school environment then the background must be neutral with no personal pictures or identity, in a private place where no other family members can see or hear
    - o The HT must be made aware of any virtual meetings being held and may require staff to record them

If the school is in a repeat of the lockdown experience of March to June then key worker and vulnerable children in school will undertake the remote learning set by their class teacher. When a teacher is on site supervising this learning then there is no expectation on them to take part in any virtual learning activity for their own class

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.30am – 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 as directed by the HT, SENDCO or Classteacher:
- Attending virtual meetings with teachers, parents and pupils:
    - o Dress code – this should match the normal requirements for staff when in school
    - o If this is taking place outside of the school environment then the background must be neutral with no personal pictures or identity
    - o The HT must be made aware of and agree any virtual meetings being held and may require staff to record them

When in school Teaching Assistants will be working with and supporting the range of vulnerable and key worker children attending school.

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
- Monitoring the remote work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- 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 through regular meetings with teachers and subject leaders, reviewing work set and 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

The DSL is responsible for:

Refer to the school's Safeguarding Policy and Child Protection procedures

2.6 IT staff

The school's SLA with Thomas Hardye School IT Support will support by:

- 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
- If AV1 is used the company will support the IT set up and any issues

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – via email or by directly phoning the school office within the hours of 8.45am and 3.00pm
- 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

- 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 in setting work – talk to the relevant subject lead or SENCO
- Issues with behaviour – talk to the Headteacher
- Issues with IT – talk to IT staff   ITSupport@thomas-hardye.net
- Issues with their own workload or wellbeing – talk to the Headteacher
- Concerns about data protection – talk to the data protection officer NMarsh@purbeck.dorset.sch.uk
- Concerns about safeguarding – talk to the DSL

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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 as email addresses and contact details 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 itsupport@thomas-hardye.net will install this on school. devices
- Keeping operating systems up to date – always install the latest updates

5. Safeguarding

At all times all staff must follow the Safeguarding Policy and School procedures for safeguarding. If during the weekly contact call a concern is raised this must be shared immediately with the DSL. Where contact has not been made in 3 consecutive calls the DSL must be alerted.

6. Monitoring arrangements

This policy will be reviewed within the first 2 weeks of any school closure and after any school closure by the headteacher]. At every review, it will be approved by the Governing body.

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
- Anti Bullying Policy
- Parent Code of Conduct
- Staff code of conduct