



# Remote learning policy

## Greenlands C P School

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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 **8:50am-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 :
  - Approximately 3-4 hours of work set a day for pupils in their class during a bubble or school closure
  - Work should be set by 9am on the morning it is due if the whole bubble is working from home
  - Work should be set on Dojo with a daily briefing from the teacher, video lessons to support learning and resources available for pupils
  - Timetables should remain fluid to allow pupils access to ICT resources and parental help at home.

➤ Providing feedback on work :

- Where appropriate, teachers may ask for pupils to send copies of their work via Dojo. Feedback will be given on Dojo on a daily basis during working hours.

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

- If a pupil is self-isolating, then teachers will remain in touch on a daily basis via Dojo, during working hours. Teachers will video a daily briefing and message pupils and parents when necessary during working hours.
- Any complaints or concerns shared by parents and pupils will be dealt with by the class teacher.
- For any safeguarding concerns, refer to the section below.
- If a pupil fails to engage with remote learning, then parents will be contacted via T2P. Teachers may have to use their own telephone for this and should ensure that they use the No Caller ID setting.

➤ Attending virtual meetings with staff, parents and pupils :

- The dress code should be smart/casual.
- Locations should avoid areas with background noise and nothing inappropriate in the background)

➤ If teachers are also be working in school, they will set work for pupils who are self-isolating on Dojo at an appropriate time in the day .

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between **8:50am – 3:10pm**

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. TAs who are assigned to individual pupils will be expected to send via email, work to the class teacher to upload onto Dojo. Work should be sent the previous day to it being uploaded so the teacher has time to set it.
  
- Completing any activities set by the class teacher during working hours.

## 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 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 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**

The DSL is responsible for:

- Acting on any concerns they have about a child immediately. It is still vitally important to do this, both for children at school and those at home.

## **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
- 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
- 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 leader or SENCO (LH)
- Issues with behaviour – talk to the relevant mentor (EMcG, DO'S) or HT (SC)
- Issues with IT – talk to IT staff (SA,IB)
- Issues with their own workload or wellbeing – talk to the HTor DHT (SC, JB)
- Concerns about data protection – talk to the data protection officer (SC, HS)
- Concerns about safeguarding – talk to the DSL (SC,LH)

### 4. Data protection

#### 4.1 Accessing personal data

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

- Log in to teachers2parents using the log in details emailed to access parental phone numbers and keep these inaccessible to anyone else
- Log in to Class Dojo and ensure messages sent and received remain private
- Use school devices to access the data such as laptops rather than their own personal devices

#### 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as [insert examples, such as telephone numbers, email addresses and home 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 the updated child protection policy which reflects the current situation. This can be found on the school website.

## 6. Monitoring arrangements

This policy will be reviewed annually by the Headteacher. At every review, it will be approved by [the full governing board/committee name/name or job title of individual].

## 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

<b>Approved by:</b>	[Name]	<b>Date:</b> 12.11.10
<b>Last reviewed on:</b>	[Date]	
<b>Next review due by:</b>	[Date]	