



Walnut Tree Walk
PRIMARY SCHOOL

Remote Learning Policy

September 2020

Updated January 2021

Contents

1. Aims	2
2. Roles and responsibilities.....	2
3. Who to contact.....	4
4. Data protection	4
5. Safeguarding	4
6. Monitoring arrangements	4

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 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 providing remote learning, teachers are responsible for:

- Setting work
 - For their own class or the children that they would normally teach in school
 - There should be a minimum of 4 hours work per day for KS1 and KS2. The Early Years will have an age appropriate level of work set.
 - Work must be uploaded and accessible on Google Classroom by 9am each day
- Providing feedback on work:
 - Work that has been submitted will be looked at and feedback provided to children where appropriate. Feedback should be a mix of whole class feedback and individual.
 - Feedback will be given using Google Classroom or via the weekly telephone calls.
 - Daily general feedback to the class to be given in the daily morning welcome video, praising positive contributions of work and effort.
- Keeping in touch with pupils who aren't in school and their parents:
 - Every child, via their parent, will be called once a week. If the parent does not answer, a voicemail should be left reminding them that they can email the teacher if they have anything they would like to discuss.
 - Teachers should respond to emails from parents during school hours (9am to 3:30pm) and do not have to respond outside of these hours.
 - any complaints or concerns shared by parents and pupils should be immediately passed on to the Headteacher, Deputy Head or Assistant Head. Safeguarding issues need to be recorded on CPOMS and a DSL called immediately, as would be the case in school.
 - Parents of children who are not engaging in the work should be called after one day of non-engagement. If this continues, this should be passed on to the Phase Leader or a member of the SLT.
- When videoing lessons, teachers must ensure that:
 - They are dressed appropriately, with the same standards of presentation as would be expected in school.
 - There is a plain background and nothing inappropriate or personal is in view

2.2 Teaching assistants

Teachers will be doing the majority of remote teaching. However, if Teaching Assistants are ever used, they must follow the principle as for teachers. When assisting with remote learning, teaching assistants must be available during their normal contracted hours.

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.

2.3 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 feedback from children.
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.4 Designated safeguarding lead

The DSL is responsible for all safeguarding matters, both in school and remotely. Please refer to Safeguarding Policy for details of role.

2.5 IT Technician

Our IT Technician is 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, including distributing the devices we have in school that can be loaned out.

2.6 Pupils and parents

Staff can expect pupils learning remotely to:

- › Complete work to the deadline set by teachers
- › Seek help if they need it from teachers (through contact by their parents)
- › 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

2.7 Chair of Governors

The Chair of Governors 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 Phase Leader or member of the SLT
- Issues with behaviour – talk to the relevant Phase Leader or member of the SLT
- Issues with IT – talk to Nicola Hall
- Issues with their own workload or wellbeing – talk to Andrew
- Concerns about data protection – SLT or Nicola Hall
- Concerns about safeguarding – talk to the DSL

4. Data protection

4.1 Accessing personal data

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

- Access the school's data systems and server using remote access.
- Use their own devices or the device lent to them by the school.

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)
- 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 Child Protection and Safeguarding Policy.

6. Monitoring arrangements

This policy will be reviewed regularly by the SLT.