

Remote learning policy

Costock C of E Primary School



Every Child's a Star!

'As God's children, we shine like Stars' Philippians 2 v.15

Our Promise

Every day at Costock Church School we are experiencing and learning;

Service to God, each other and ourselves, Truth, Agape and Respect

As we leave each day we take these Christian Values with us

Approved by: C&P Committee **Date:** 6th March 2023

Last reviewed on: Spring Term 2021

Next review due by: Spring Term 2025

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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. Use of remote learning

All pupils should attend school, in line with our attendance policy.

We will consider providing remote education to pupils in circumstances when in-person attendance is either not possible or contrary to government guidance.

This might include:

- Occasions when we decide that opening our school is either:
 - Not possible to do safely
 - Contradictory to guidance from local or central government
- Occasions when individual pupils, for a limited duration, are unable to physically attend school but are able to continue learning, for example because they have an infectious illness

3. Roles and responsibilities

3.1 Teachers

When providing remote learning, teachers must be available between 8.45am and 12 noon, and 1.00pm 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 should:

- Provide pupils with access to remote education as soon as reasonably practicable, though in proportion to the length of absence and disruption to the learning of all learners
- Make reasonable adjustments for pupils with SEND to access remote education, where required, informed by relevant considerations including the support families will require and the types of services that pupils can access remotely

They are also responsible for setting work for their own class within the following guidelines –:

➤ The amount of work to be provided as follows:

- EYFS 1 -2 hours per day on average across the week
- KS1 2-3 hours a day on average across the week
- KS2 4 hours a day on average across the week
- This work needs to be set by 9.00am on the day of remote learning
- Work should be issued using class email and Microsoft Teams

➤ Providing feedback on work as follows:

- Completed work from pupils to be emailed to the class email account or accessed directly from system e.g. Purple Mash
- Feedback may take varied forms according to work set and completed

➤ Keeping in touch with pupils who aren't in school and their parents within the following guidelines:

- Welfare calls will be made where appropriate and the class email will be checked regularly and staff are to answer appropriately
- Staff are only expected to answering emails from parents and pupils between the hours of 8.30am and 4.30pm
- Complaints are to be dealt with through the usual policy and procedure.
- If work is not completed, the teacher will speak to the pupil in the first instance if in KS2, or the parents if in Reception and KS1. For persistent non-completion of work the teacher will make direct contact with the parents.
- Where possible a Teams meeting between the class teacher and their class should be scheduled daily at 9.15am to discuss the expectations of the day ahead.

➤ When attending virtual meetings with staff, parents and pupils are expected to:

- Be dressed casually (nightwear and onesies are not acceptable)
- Avoid being in areas with lots of background noise and have nothing inappropriate in the background

If teachers will also be working in school, explain who'll cover the responsibilities above during this time, or if they'll still need to provide remote learning (and if so, whether there'd be any links between the in-school and remote provision – for example, streaming lessons in school to pupils learning remotely).

3.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available for their usual 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.

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

➤ Supporting pupils who aren't in school with learning remotely and those who they may be required to support on a 1:1 basis as directed by the class teacher

➤ When attending virtual meetings with staff, parents and pupils are expected to:

- Be dressed casually (nightwear and onesies are not acceptable)
- Avoid being in areas with lots of background noise and have nothing inappropriate in the background

3.3 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 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

3.4 Senior leaders

Alongside any teaching responsibilities, they are also responsible for:

- › Co-ordinating the remote learning approach across the school
- › Monitoring the effectiveness of remote
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations

3.5 Designated safeguarding lead (DSL)

The DSL is responsible for:

See Child Protection policy.

3.6 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
- › Assisting pupils and parents with accessing the internet or devices

3.7 Pupils and parents

Staff can expect pupils learning remotely to:

Insert details, such as:

- › 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
- › Act in accordance with normal behaviour rules / conduct rules of the school (and any specific online behaviour rules where applicable)

Staff can expect parents with children learning remotely to:

- › Engage with the school and support their children's learning and to establish a routine that reflects the normal school day as far as reasonably possible
- › 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

3.8 Governing board

The governing board is responsible for:

- › Monitoring the school's approach to providing remote learning to ensure education remains of as high a quality as possible

- › Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

4. 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 their line manager
- › Issues with behaviour – talk to their line manager
- › Issues with IT – talk to Office Manager
- › Issues with their own workload or wellbeing – talk to their line manager
- › Concerns about data protection – talk to the data protection officer
- › Concerns about safeguarding – talk to the DSL

5. Data protection

5.1 Accessing personal data

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

- › Access the data from the server via the VPN
- › Use their school laptops rather than their own personal devices

5.2 Processing personal data

Staff members may need to collect and/or share personal data such as eg 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. The school will follow its data protection policy / privacy notice in terms of handling data, which can be found on the school website.

However, staff are reminded to collect and/or share as little personal data as possible online, and to remind themselves of their duties in terms of data protection in accordance with the school's policies and procedures.

5.3 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

6. Safeguarding

Refer to Child Protection Policy.

7. Monitoring arrangements

This policy will be reviewed every two years by the Head Teacher. At every review, it will be approved by Curriculum and Pupils Committee.

8. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- E-safety safety policy