

Sledmere Primary School

Remote Learning Policy



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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

The Head of School, Mr Fance, oversees the remote learning provision. Miss Aket supports with the technical elements (for example, login details and passwords) as well as supporting staff with deployment of the learning platform, including training where required.

As first points of contact, Miss Hawthorne and Ms Samra will support with EYFS learning, both remote and in-school; Ms Samra will support Key Stage 1; Mrs Karam and Miss Aket will support Key Stage 2.

Our Remote Learning Champions are:

- Nursery – Miss Hawthorne
- Reception – Mrs Nunn
- Year 1 – Miss Smith
- Year 2 – Miss Smith
- Year 3 – Mrs Naylor
- Year 4 – Miss Guise
- Year 5 – Mrs Dowler / Mrs Karam
- Year 6 – Mr Jones
- SENDCO – Mrs Hillery

2.1 Teachers

When providing remote learning, teachers must be available between 8.40am and 3.20pm

If they are 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 children who are not in attendance at school within their year group
 - A minimum of one hour for Nursery children

- A minimum of three hours of learning for Reception and Key Stage 1
 - A minimum of four hours for Key Stage 2
 - This work will be set by 5pm the day before
 - Remote learning will be focused on English, Maths, Science and/or a Topic area
 - Work will be uploaded to Google Classroom platform
 - Co-ordinate with other teachers within their year band, including those teaching in school, to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work via access to paper-based copies of learning
- Providing feedback on work –
- Work will be accessed through the Google Classroom platform
 - Feedback will be shared with pupils via the learning platform
 - Feedback will be completed by 5pm each day
- Keeping in touch with pupils who aren't in school and their parents –
- Teachers will make contact at least once a week (e.g. emails, phone calls or through the learning platform)
 - Teachers should not answer emails or messages before 8am or after 5pm
 - Any complaints or concerns shared by parents and pupils should be passed to Miss Aket or Mr Fance – for any safeguarding concerns, please refer to the DSL identified below
- Attending virtual meetings with staff, parents and pupils –
- Please ensure as staff you are professionally dressed
 - Avoid areas with background noise and nothing inappropriate in the background
 - Cameras should be on unless the device being used does not allow for this

If teachers are working in school, cover will be organised during this time, when they still need to provide remote learning. As far as possible in-school and remote provision will be linked – for example, streaming lessons in school to pupils learning remotely.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.40am - 3.20pm

If they are 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 are not in school with learning remotely –
 - Produce and make available paper-based copies of learning under guidance from members of the year group team
 - Support children with additional needs when requested, under the direction of the SENDCO
- Attending virtual meetings with teachers, parents and pupils –
 - Please ensure as staff you are professionally dressed
 - Avoid areas with background noise and nothing inappropriate in the background
 - Cameras should be on unless the device being used does not allow for this

2.3 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- › Co-ordinating the remote learning approach across the school – Mr Fance, the Head of School, is the main point of contact for this
- › Monitoring the effectiveness of remote learning –through regular meetings with teachers, reviewing work set online or reaching out for feedback from pupils and parents/carers
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

- ensuring child protection policies are known, understood and used appropriately;
- ensure the LLMAT child protection policy has been reviewed properly annually (as a minimum) and the procedures and implementation are updated and reviewed regularly
- ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school or college in this;
- link with the safeguarding partner arrangements to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements.
- help promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues that children, including children with a social worker, are experiencing, or have experienced, with teachers and school leadership staff.

Their role includes ensuring that the school and their staff, know who these children are, understand their academic progress and attainment and maintain a culture of high aspirations for this cohort; supporting teaching staff to identify the challenges that children in this group might face and the additional academic support and adjustments that they could make to best support these children.

2.6 Pupils and Parents/Carers

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 are not able to complete work
- › Be respectful when making comments or contacting their teachers
- › Follow any agreed protocols for live sessions

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 Remote Learning Champion for the Year Group or SENDCO, Mrs Hillery
- › Issues with behaviour – talk to the Remote Learning Champion for the Year Group or senior member of staff
- › Issues with IT – talk to Mr Fance or Miss Aket
- › Issues with their own workload or wellbeing – talk to a senior member of staff
- › Concerns about data protection – talk to the data protection officer, Mark Miller
- › 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 data, on a secure cloud service (Google and Microsoft); a network drive on the server on our IT network
- › Use in-school devices to access the data, such as laptops and computers. Staff must 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 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
- › Maintaining 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 on our website.

6. Monitoring arrangements

This policy will be reviewed on a termly basis initially, moving to annually by September 2021 by Derek Fance, Head of School. At every review, it will be approved by the appropriate board or committee of 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