

# **St Anne's C E Primary School and Nursery**

*You are the Light of the World*



## **Remote Learning Policy**

**Adopted by Governors: 9<sup>th</sup> March 2021**

**Review: March 2022**

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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 due to isolation
- 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

During a bubble or whole school lockdown, when providing remote learning, teachers must be available between 8.30 am – 3.15 pm.

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 by contacting the School Office Manager.

When providing remote learning, teachers are responsible for:

- Setting work
  - It is the class teacher's responsibility to work collaboratively with their phase group colleagues to set work for their phase. The work for all classes in a phase, whether the children are in school or at home, should be the same if at all possible, unless it has been adjusted for individual pupil needs.
  - Daily activities should include:
    - English
    - Mathematics
    - Reading / Phonics
    - Spelling
    - Topic
    - Physical activities
    - RE

These activities should be matched as closely as possible to what would be taught in class during this time. A full range of curriculum subjects should be covered over an extended period of time.

- Work needs to be set the evening before
- Lessons may be in the form of a variety of pre-recorded video, live lessons (if appropriate), worksheets (paper copies or online), Power point presentations, links to other websites/online activities, workbooks etc.
- Work should be uploaded via Teams / Tapestry / Dojo so that it can be accessed by the Teaching and Learning Lead.

**When providing feedback on work consider:**

- Whole class feedback via 'Live' sessions which supports next steps
- Acknowledgment/encouragement of pupils in their independent learning
- Top tips for the next piece of learning
- Teachers will keep in touch with their class on a group and individual basis via Dojo / Tapestry and email. If appropriate, teachers can also use Teams to support face to face contact. Whole school messages will be passed via ParentPay, Dojo, the school website or the Facebook page.
- Teachers are expected to respond to emails and Dojo /Tapestry entries as soon as they are able within their working day. Although teachers may choose when this happens, it is important that they are available through the normal working day to support with learning. To ensure that they are not working significantly beyond the school day, time limits have been set to support staff well-being. Parents/Carers should be aware that teachers cannot be available 24 hours a day and may need to wait for a response.
- Teachers who receive any complaints and concerns from parents/carers should let their phase leader know how they have dealt with this and seek help if needed. If it is a safeguarding concern, contact the DSL or the Deputy DSLs .
- Should a child not engage with the learning, contact should be made with the parent/carer with regard to this to establish what the issues may be. It is important that parents/carers understand the need for learning to continue but are supported in the best way we can. If there is continued lack of contact or participation in learning, contact the DSL / DDSL via the specific covid@ email address.

**If teacher's attend virtual meetings with parents and pupils they should:**

- Wear smart casual clothing.
- Ensure the location they are working from has nothing inappropriate in the background and be free from distraction.
- If they are not on the school premises another member of staff needs to be virtually present.

Where there are groups of pupils in school during a lockdown situation (e.g. key worker or vulnerable children), wherever possible, staff will be deployed so that both the children who are in school and those who are learning at home are appropriately catered for. The SENDCo will support with any adaptations to that work.

Alert senior leaders if there are any concerns regarding engagement/contact and report safeguarding concerns to the DSL/DDSL.

## **2.2 Teaching Assistants**

When assisting with remote learning, teaching assistants must be available during their normal working 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:**

- TAs may be allocated a small number of pupils with some additional needs
- Work will be set by the class teacher but TAs should be available to talk remotely (via email, Dojo / Tapestry, telephone, Teams etc.) to provide additional guidance if needed.
- TAs will be a point of contact if one of their named pupils needs support with their learning or due to emotional needs.
- TAs should report back to the class teacher of any contact they have had and what support has been given
- TAs should seek support from the SENCO for further advice on how to support a child or raise any concerns that they have
- Where there are groups of pupils in school during a lockdown situation (e.g. key worker or vulnerable children), TA staff will be deployed so that both the children who are in school and those who are learning at home are appropriately catered for. TAs will not be expected to work more than their normal hours but may be asked to work on different days/times to facilitate this.

### **2.3 Subject lead**

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 all aspects of the curriculum are being included in the work set
- Monitoring the remote work set by teachers in their subject by looking at the planning and offering support where needed
- 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 – this will be done 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:

- Ensuring that child protection duties are followed throughout school closure and vulnerable children are monitored in line with the school's safeguarding policy and the Covid addendum.

## 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 are 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/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 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 cannot complete work
- Seek help from the school if they need it
- Be reasonable in their expectations of staff availability
- Be respectful when making any complaints or concerns known to staff
- Ensure that their child is kept safe online
- Support their child to access their learning raising concerns to the school if necessary

## 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/Phase Leader/ SENCO
- Issues with IT – talk to IT staff
- Issues with their own workload or wellbeing – talk to Phase Leader/Wellbeing Lead
- Concerns about data protection – talk to the data protection officer/School Office Manager
- Concerns about safeguarding – talk to the DSL/DDSLs

## 4. Data protection

### 4.1 Accessing personal data

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

- Share data on a secure cloud service, a server on our IT network or a password protected document
- Wherever possible, staff should use school devices 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 will not need to give permission for this to happen.
- Staff are reminded to collect and/or share as little personal data as possible online.
- Make sure that work sent out in bulk via email is BCC'd rather than CC'd

#### **4.3 Keeping devices secure**

Talk to the data protection officer/ School Office Manager for more help, and IT staff if you want to include details on how to put these measures in place.

- 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**

Details of the school's safeguarding arrangements are found in the safeguarding policy and covid addendum. These are available on the school's website [www.stannesprimary.worcs.sch.uk](http://www.stannesprimary.worcs.sch.uk)

#### **6. Monitoring arrangements**

This policy will be reviewed termly or earlier if necessary by the Headteacher.

At every review, it will be approved by the Chair of Governors.

#### **7. Links with other policies**

This policy is linked to our:

- Behaviour policy
- Safeguarding Policy and covid addendum to our Safeguarding Policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy