



# Remote Learning Policy



Date	Review Date	Coordinator	Nominated Governor
Nov 2020	March 2021	Chair of the Governors	Rachel Bain

<b>Headteacher:</b>	Pamela Acheson	<b>Date:</b>	Nov 2020
<b>Responsible Governor:</b>	Rachel Bain	<b>Date:</b>	Nov 2020

## Status of Policy:

The Governing Body of the Federation of Grewelthorpe and Fountains C of E Primary Schools adopted this policy in September 2020. It will be reviewed in September 2021.

## 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:
  - Teachers will need to provide work for their class groups. In the event of a staff member being ill, then the teacher from the partner school will take on the responsibility of the partner class.

- The amount and type of work they need to provide will depend on whether they are supporting families who are self-isolating; closure of an entire bubble or within a locality lockdown arrangement. \*Please see Appendix
  - Work should be uploaded to our school website. When children are self-isolating, their work should be uploaded to the Home Learning Page each day by 8am. If their bubble is closed or we are in a lockdown situation then children will access their work via the class pages of the website.
- Providing feedback on work
- Children will be encouraged to share completed work via the class email system. They will also complete tasks on platforms such as Purple Mash, SumDog and TTRockstars which will allow teachers to monitor engagement and provide feedback. Teachers will share examples of good work on the class pages each week to celebrate effort and progress.
- Keeping in touch with pupils who aren't in school and their parents
- Each class teacher has a class email address which has been communicated to parents. Children and parents can use this email to share work and communicate with the teachers. Teachers will make phone calls and Teams will be used if parents request a virtual meeting. Teams will also be used in the event of a bubble closure to communicate each week with the class groups to ensure that there is a social wellbeing opportunity.
  - Teachers should aim to respond to emails from parents and pupils within the school working day and within 24 hours of receiving the communication.
  - Any safeguarding concerns should be reported to the DSL.
  - Staff should keep a daily record of work completed by pupils. Failure to complete work results in a phone call from the class teacher. If there is no improvement after three days then alert the Headteacher who will arrange a remote meeting with parents.
- Attending virtual meetings with staff, parents and pupils
- Dress appropriately
  - Avoid areas with background noise, preferably in a room with no distractions.

If teachers will also be working in school, then the HT will ensure that work is added to the Home Learning pages daily.

## 2.2 Teaching assistants

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

- Supporting pupils who are Key Worker's children in school with learning remotely like:
  - Support to engage with the online learning provided by the class teacher
- Attending virtual meetings with teachers, parents and pupils
  - Dress appropriately
  - Avoid areas with background noise, nothing inappropriate in the background

## 2.3 Subject leads and SENCO

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 – explain how they'll do this, such as 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
- The HT will monitor the security of remote learning systems, including data protection and safeguarding considerations

## 2.5 Designated safeguarding lead

The DSL is the Headteacher and can be reached by emailing: [headteacher@gfschools.co.uk](mailto:headteacher@gfschools.co.uk).

The senior leader will be responsible for liaising with our off-site DSL (or deputy) to make sure they (the

## 2.6 Pupils and parents

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'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 – if you know of any resources staff should point parents towards if they're struggling, include those here
- Be respectful when making any complaints or concerns known to staff

## 2.7 Governing Body

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 or SENCO
- Issues with behaviour – talk to a member of the SLT
- Issues with IT – talk to IT staff
- Issues with their own workload or wellbeing – talk to a member of the SLT
- Concerns about data protection – talk to the data protection officer (PAcheson)
- Concerns about safeguarding – talk to the DSL (PAcheson)

## 4. Data protection

### 4.1 Accessing personal data

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

- Using Teams or the school's server in your IT network
- Use a school laptop

### 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)
- 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
- Keeping operating systems up to date – always install the latest updates

## 5. Safeguarding

Please refer to the Child Protection Policy and the Coronavirus addendum.

<b>Policy:</b>	<b>Remote Learning Policy</b>
<b>Signed Chair of Governors:</b>	<i>R Bain</i>
<b>Date Signed:</b>	<b>November 2020</b>
<b>Governors Meeting Ratified:</b>	<b>November 2020</b>
<b>Review Date:</b>	<b>March 2021</b>
<b>Review schedule</b>	<b>Termly</b>

## 6. Monitoring arrangements

This policy will be reviewed by the Headteacher every half term. At every review, it will be approved by FGB.

## 7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection 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.

