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

All staff have a responsibility to deliver home learning remotely, using Microsoft Teams. Every endeavour will be made to deliver a curriculum that is broad and balanced whilst at the same time recognising the constraints that learning remotely from home brings. The main focus of any teaching and learning will be placed upon English and Maths, with the expectation for children to continue to practise their reading skills with parents daily.

2.1 Teachers

When providing remote learning, teachers must be available between 8:50am-12:10pm and 1:10-3:10pm

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 and update WEST staff absence availability form

When providing remote learning, teachers are responsible for:

> Setting work –

- o For pupils learning at home who may be self-isolating or been tested positive for Covid-19.

- o To endeavour, where possible, to deliver the normal class timetable, between the normal lesson timings.

- o Learning can be uploaded and shared via MSTeams

> Providing feedback on work –

- o Pupils will be able to share their learning on screen

- o When they need to finish sharing feedback on completed work

> Keeping in touch with pupils who are not in school and their parents –

- o For pupils at home for a significant period of time, teaching should be done using MSTeams. With additional communication with parents using emails and texts, whilst at the same time be mindful of work life balance.

- All parents have access to teacher's emails, with the expectation for parents to receive a response within 48 hrs. If a parent emails at the weekend, the teacher is not expected to respond immediately, but to respond on the next working day.
- If the class teacher is concerned by the pupil's behaviour whilst at home or lack of learning this issue must be raised with the Headteacher and parent.

> Attending virtual meetings with staff, parents and pupils:

- When accessing remote learning, staff conduct must remain professional, at all times.
- Locations for remote teaching and learning, where possible, should try to avoid areas with background noise, and nothing inappropriate in the background.

If teachers will also be working in school, it is their responsibility to access MSTeams at school

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8:50am-12:10pm and 1:10-3:10pm.

If teaching assistants 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:

> Attending virtual meetings with teachers, parents and pupils –

- Staff must continue to update high standards and adhere to the school's Code of Conduct.
- Locations should ideally, avoid areas with background noise, nothing inappropriate in the background

2.3 Subject leads and Sendco

Alongside their teaching responsibilities, subject leads and SendCo 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 leadership team

Alongside any teaching responsibilities, senior leaders are responsible for:

> Support class teachers 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

> Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for safeguarding pupils whilst accessing remote learning.

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

Staff can expect pupils learning remotely to:

> Be contactable during the school day – although pupils 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

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 – 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

2.8 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 class teacher or SENCO

> Issues with behaviour – talk to the Headteacher

> Issues with IT – talk to IT lead or school business manager

> Issues with their own workload or wellbeing – talk to the Headteacher

> Concerns about data protection – talk to the WEST data protection officer

> 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:

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as 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

> Installing antivirus and anti-spyware software

> Keeping operating systems up to date – always install the latest updates

5. Safeguarding

A school staff have a copy of the updated Child Protection and Safeguarding Policy and the Keeping Children Safe in Education (Sept 2020)

6. Monitoring arrangements

This policy will be reviewed as appropriate and manageable by the headteacher. At every review, it will be approved by the Senior leadership Team and the Chair of governors.

7. Links with other policies

This policy is linked to our:

> Behaviour policy

> Child Protection and Safeguarding Policy

> Data protection policy and privacy notices

> Home-school agreement

> ICT and internet acceptable use policy

> Online safety policy