Grateley Primary School

A school where every child becomes a lifelong learner and realises their potential

Remote Learning Policy

Signed Chair of Governors *Amelia Bridges*

Written: October 2020

Next Review: October 2021

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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

2.1 Teachers

When providing remote learning, teachers must be available between 8:30am and 4:30pm.

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:

> Set work (linked to current curriculum planning) for children working at home – Purple Mash (not EYFS), My Maths (not EYFS), School Website, EvidenceMe (not EYFS)

> Teachers will signpost parents and send videos of any teaching aids and will add voiceovers to any PowerPoints that are sent home to support the home-learning process.

> Receive work as attachments on 2email via Purple Mash (EvidenceMe for EYFS)

> Respond to work with written feedback outlining achievements and a target going forward if relevant (following schools positive marking policy)

> Plan subsequent work based on progress

> As communication between teachers, parents and children will be daily via the remote learning platform, the teacher will make weekly telephone calls to check in on how your child is doing and offer feedback/support where required. *Where a teacher is unable to work through illness, contact will be made by an LSA or other member of staff*

> If required to attend virtual meetings with staff, parents and pupils:

   o   Teachers should dress professionally

   o   Backgrounds should be blank, with no information or children's photos etc... on display

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9am and 3:30pm.

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.

> Teaching assistants will support teachers in producing daily work for children.

> Where a teacher is unable to work through illness, contact will be made by a teaching assistant or other member of staff.

> Those Teaching Assistants who work on a 1:1 with a child will support the teacher in producing daily work for those children that they work with.

> If required to attend virtual meetings with staff, parents and pupils:

 o Teaching Assistants should dress professionally

 o Backgrounds should be blank, with no information or children's photos etc... on display

2.3 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

> Co-ordinating the remote learning approach across the school

> Monitor 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

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

2.4 Designated safeguarding lead

The DSL is responsible for ensuring that all children and staff are safeguarded at all times following the school's Child Protection, Safeguarding and E-Safety policies.

Any safeguarding concerns must be reported in the same way using CPOMS and as stated in the schools' safeguarding and Child Protection policy:

2.5 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

> 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

2.6 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 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 – contact the SENDco or Head teacher

> Issues with behaviour – contact the Head teacher

> Issues with IT – contact the Head teacher

> Issues with their own workload or wellbeing – talk to their line manager

> Concerns about data protection – talk to the data protection officer (Sarah McNair)

> Concerns about safeguarding – talk to the DSL (Rachel Dance) or DDSL (Donna Knights)

>

All signposted members of staff can be contacted via their school e-mail address:

   . @grateley.hants.sch.uk

4. Data protection

4.1 Accessing personal data

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

> Via the school server

> Use a school laptop or school IPad rather than your own personal devices where possible. IF you are required to use your personal devise, ensure that appropriate firewalls and security elements are installed and up-to-date.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as your work e-mail, never use your personal e-mail address 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.

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

Any safeguarding concerns must be reported in the same way using CPOMS and as stated in the schools' Safeguarding and Child Protection policy.

Any concerns MUST be reported to the schools DSL (Rachel Dance) or DDSL (Donna Knights) immediately.

6. Monitoring arrangements

Rachel Dance (Head teacher) will review this policy annually. At every review, the Governor Curriculum committee will approve it.

7. Links with other policies

This policy is linked to our:

> Positive Behaviour policy

> Child protection and Safeguarding policy and coronavirus addendum to these policies

> Data protection policy and privacy notices

> Home-school agreement

> E-safety policy- with internet acceptable use document attached