



## Thrussington C of E Primary School

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Headteacher: Mrs Hannah Roddy

# Remote learning policy

**Approved by:** Hannah Roddy **Date:** 23.09.20

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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 will be available between 8:30am – 4:30pm.

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
  - Work will be set for their own class
  - Maths, English and at least one foundation subject per day. One R.E. lesson per week.
  - Work will aim to be set the night before, where possible.
  - Work will be send via email/closed Twitter accounts for Class 1
  - Work will be send via Teams (or by email as a back up option) in Classes 2 and 3
- › Providing feedback on work – cover details like:
  - Class 1's work will be shared via Twitter or email with the class teacher and will be commented on through the same medium.
  - Class 2 and 3's work will be handed in using the 'assignments' function on Teams and work will be given feedback within one working day.
- › Keeping in touch with pupils who aren't in school and their parents –
  - Regular communication should be made with the class teacher. Contact should be made at a minimum, once a week for safeguarding purposes.

- Emails from children or parents will be responded to within one working day, they will not be responded to outside of working hours.
- Any concerns or complaints made should be initially dealt with by the class teacher, only if the issues are unable to be resolved should the parent contact the headteacher.
- Pupils not completing work will be contacted by the class teacher, initially by email and a follow up phone call will be made to ensure there are no problems accessing the work set.

› Attending virtual meetings with staff, parents and pupils –

- Professional dress code is expected for videos/virtual meetings
- The background should be suitable for viewing by all parties.

If providing work for individual children who are needing to self-isolate this will be done

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9:00 – 3:15

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 their class teacher with preparation or delivery of remote learning resources
- › Supporting their class teacher in providing feedback where appropriate

## 2.3 Subject leads

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
- › Alerting teachers to resources they can use to teach their subject remotely

## 2.4 Head teacher

Alongside any teaching responsibilities, the Head teacher is responsible for:

- › Co-ordinating the remote learning approach across the school
- › Monitoring the effectiveness of remote learning – through weekly staff meetings, reviewing work set and gathering parental feedback and monitoring child engagement during remote learning.
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## 2.5 Designated safeguarding leads

The DSL and deputy DSL's are responsible for:

- Maintaining regular contact with children where there are safeguarding concerns.
- Monitoring class engagement and following up those where contact has not been made within a week.

- Recording, reporting and following up any safeguarding concerns reported to the as per our policy.

## **2.6 Primary World**

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

## **2.7 Pupils and parents**

Staff can expect pupils learning remotely to:

- › Be contactable during the school day – although we are well aware that 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

## **2.8 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 or SENCO
- › Issues with behaviour – talk to HR
- › Issues with IT – talk to Primary World
- › Issues with their own workload or wellbeing – talk to HR
- › Concerns about data protection – talk to MH
- › Concerns about safeguarding – talk to HR/AO/LC

### 4. Data protection

#### 4.1 Accessing personal data

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

- › Access any data or shared files through Teams
- › Staff can borrow a school laptop or use their own, ensuring that no sensitive data is downloaded onto their home device.

#### 4.2 Processing personal data

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

Please follow policy on our website

## **6. Monitoring arrangements**

This policy will be reviewed each half term by HR. At every review, it will be approved by the curriculum and standards committee.