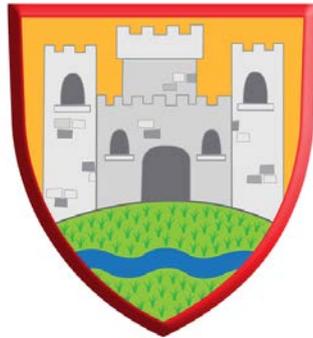


Remote Learning Policy

Castleside Primary School



Approved by:	Judith Robson	Date: November 2020
Last reviewed:	November 2020	
Next review due by:	February 2021	

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils
- 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 8:55 and 15:15.

(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 for:

- Setting work:
 - Work will be provided for all children. The structure of the day will be set out for children and parents with both online and paper based exercises to be included.
 - Sufficient work will be set as detailed on the timetable. If a child is required to self-isolate individually, a work pack will be provided in line with work set within class where possible
 - This work needs to be available to collect the day after self-isolation requirement has been declared.
 - Work should be uploaded to Class Dojo.
- Providing feedback on work:
 - Feedback should be given via Class Dojo in a timely manner. This will be at least daily in the case of self-isolation.
- Keeping in touch with pupils who are not in school and their parents/carers:
 - Parents are expected to make regular contact, via Class Dojo.
 - Members of staff will be available to answer messages within working hours.
 - Any complaints or concerns shared by parents and pupils should be shared with senior leaders via Class Dojo. Any safeguarding concerns should be referred to DSL in line with Safeguarding Policy.
 - Barriers to remote learning will be investigated through parental/pupil surveys and individual needs addressed.
 - Pupil engagement/behaviour concerns, should be passed on to senior leaders who will contact parents with a view to resolving any issues.
- Attending virtual meetings with staff, parents and pupils:
 - Locations - avoid areas with background noise, nothing inappropriate in the background

If teachers will also be working in school, work set for individual home learners will have been posted on Class Dojo and pupils will be expected to complete tasks following the suggested timetable provided. Feedback will be given at least daily where work has been uploaded on to Class Dojo.

2.2 Teaching assistants

When supporting remote learning, teaching assistants must be available between 8:55 and 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 supporting remote learning, teaching assistants are responsible for:

- Supporting pupils who are not in school with learning as determined by the class teacher and SENDCo
- Attending virtual meetings with teachers, parents and pupils where required

2.3 Subject leads (including SENDCO)

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the curriculum need to change to accommodate remote learning and to meet the needs of individual children
- Consider how approaches to remote learning are integrated into the wider curriculum design
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Monitoring the work set by teachers in their subject 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
- Understanding how approaches to remote learning are integrated into the wider curriculum design
- Monitoring the effectiveness of remote learning – explain how this will be done, such as through regular meetings with teachers and subject leaders, reviewing work set or using 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:

All responsibilities are linked to the school's Safeguarding Policy

2.6 IT staff / Computing lead

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they may experience
- 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

- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they are unable 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
- Be respectful and timely when making any complaints or concerns known to staff

2.8 Governing body

The governing body is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible and is integrated into the wider curriculum design
- 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:

- Issues in setting work –relevant subject lead or SENDCO
- Issues with behaviour –relevant teacher or senior leader
- Issues with IT –IT staff /Computing leader (MC,SH,AH)
- Issues with their own workload or wellbeing – Head teacher or line manager
- Concerns about data protection –data protection officer (SH)
- Concerns about safeguarding –DSL (AS,SH,AB)

4. Data protection

4.1 Accessing personal data

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

- Staff can access Class Dojo for their class. Relevant passwords for a number of online platforms are held by class teachers. These are held securely on the One Drive.
- School iPads and home devices can be used when working remotely. These devices must have adequate security and must be used in line with the school Acceptable Use Policy.

4.2 Processing personal data

Staff members may need to collect personal data, such as email addresses, as part of the remote learning system.

Staff are reminded to collect as little personal data as possible online and to use school communication systems, not personal details or devices.

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

This policy links to the school Safeguarding policy available on the one drive, staff room and office.

6. Monitoring arrangements

This policy will be reviewed and approved termly by Curriculum and Standards Committee.

7. Links with other policies

This policy is linked to our:

- › Behaviour policy
- › Safeguarding policy
- › Data protection policy and privacy notices
- › ICT and acceptable use policy
- › Online safety policy