

Remote learning policy



Beaumont Lodge
PRIMARY SCHOOL

Contents

1. Aims	3
2. Roles and responsibilities	3
3. Who to contact.....	5
4. Data protection	5
5. Safeguarding	6
6. Monitoring arrangements.....	6
7. Links with other policies.....	6

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 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 (or telephone call to the office 0116 2366925).

When providing remote learning, teachers are responsible for:

- Setting work:
 - For their own class
 - The teacher will provide English and maths lessons daily plus an afternoon session of topic work weekly
 - The online platform Seesaw (and Tapestry for Foundation Stage) will be used to upload tasks and appropriate links (e.g. Oak Academy); the work will be preassigned and ready at 9am to access each day.
 - In cases of limited access to devices/access to the internet, alternative solutions will be discussed on a case by case basis. Parents must contact the school in the first instance.
 - Where it is clear that no work is being accessed despite attempts to support pupils and parents (see keeping in touch below), further work will only be assigned once previous tasks have been attempted.
- Providing feedback on work:
 - Pupils/parents will be able to use the feedback tool on Seesaw (or upload an observation in Tapestry). Photos of work can be uploaded for individual parent/child feedback.
 - Teachers and teaching assistants are able to view the uploaded work and provide feedback on this.
 - Feedback can take place between 9am and 4.30pm each day. Feedback will be given on completed work within 48 hours of submission.
- Keeping in touch with pupils who aren't in school and their parents:
 - Staff will make regular contact through Seesaw or Tapestry. If a pupil isn't accessing the virtual platform the teacher will inform the HT and a text message offering support will be sent in the first instance.
 - All texts will be logged
 - Pupils can register daily on their Seesaw account.
 - Teachers aren't expected to answer queries after 4.30pm
 - Any complaints should be shared with the head teacher or DHT via telephone call or email.
 - Any safeguarding concerns must be discussed via telephone with the DSL and logged on Cpoms.

- If a child fails to complete work the teacher must call the family to offer support and find a solution to support the family/child. Engagement with daily home learning will be monitored and where pupils do not engage or complete work set on a daily basis, school may consult with other agencies.
- Attending virtual meetings with staff, parents and pupils:
 - Dress code – professional attire must be worn in line with the school code of conduct.
 - Ensure the background is appropriate and neutral.
 - If teachers are also working in school, remote learning will still need to be provided with links between the in-school and remote provision.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.30am 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 aren't in school with learning remotely:
 - Class teachers will direct TAs regarding preparing work for specific pupils and groups
 - Class teachers will direct TAs regarding feedback work for specific pupils
- Attending virtual meetings with teachers, parents and pupils:
 - Professional attire should always be worn in line with the school code of conduct – see staff handbook

Ensure the background is appropriate and neutral

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

2.5 Designated safeguarding lead

See Safeguarding Policy and Covid 19 addendum

2.6 IT staff - MTS

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 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
- › Be respectful with all forms of communication

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 the headteacher
- › Issues with IT – talk to IT staff
- › Issues with their own workload or wellbeing – talk to the headteacher
- › Concerns about data protection – talk to the data protection officer (the headteacher in the first instance)
- › 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:

- › Access personal data via Cpoms
- › Use devices provided by the school

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
- › Installing antivirus and anti-spyware software
- › Keeping operating systems up to date – always install the latest updates

5. Safeguarding

See latest KCSIE 2020 and Safeguarding Policy with Covid addendum.

6. Monitoring arrangements

This policy will be reviewed annually or sooner if needed by the headteacher. At every review, it will be approved by the full governing body.

7. Links with other policies

This policy is linked to our:

- › Behaviour policy
- › Safeguarding and Child protection policy 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