

Remote Learning Policy

South Avenue Primary School



Approved by:	Pat Hatt	Date: 19 th October 2020
Last reviewed on:	NA	
Next review due by:	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 daily between 8.30am and 4.00pm for those working at home. 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, as set out in the staff handbook.

When providing remote learning, teachers are responsible for:

- Setting work
 - Work must be provided for all children who are unable to attend school due to self-isolation and shielding throughout the COVID pandemic.
 - Work set must follow the plan for the week for English, Reading, Maths and any other curriculum areas as per the class timetable for the week.
 - Work must be uploaded by 8:30am so that it is available at the start of the school day.
 - Paper versions of the work should be printed and taken to the office for those who do not have access to technology.
 - Work should be uploaded to the Seesaw/Tapestry Platform
 - Work should be planned and uploaded as follows:
 - If teaching staff are self-isolating due to a class isolation they should plan and upload work for all pupils in their class forwarding the planning to their year group partner for use in school
 - If teaching staff are self-isolating as a year group the planning and uploading of work should be shared between the staff
 - If teachers are teaching in school and work is required for a child/ren in their class then they must upload the work undertaken with the rest of the class
 - Providing feedback on work
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- Children who have access to the appropriate technology should upload completed work onto the Seesaw/Tapestry platform for feedback.
- Feedback must be given as soon as possible – if work set builds session by session, feedback must be given on that day it is sent in, so that the child can complete the next part of the work. Work that comes in on a Friday needs to have feedback ready for Monday.
- Children who do not have access to, or cannot work from an online platform, should have work in paper form available to be collected and returned on a set day each week. Feedback can be either via telephone call or email to the parent, or direct to the child if they have returned from a period of self-isolation, whichever is more suited to the child.
- Feedback will be shared on work set during the period of isolation. If work set is sent in after a week after return from isolation then it may not get marked.

➤ Keeping in touch with pupils who aren't in school and their parents

- All children must receive at least 1 contact per week. The school has a RAG system which will determine the number and type of contact expected for each child. This may be via a telephone call or e-mail to the parents, or via the Seesaw/Tapestry platform.
- E-mails received from parents between 8.45am and 3.15pm should be responded to the same working day. After 3.15pm messages may be replied to the following working day.
- Any complaints received from parents or children should be dealt with via the schools normal complaints procedure. Any safeguarding concerns should be dealt with following procedures laid out in Section 5 below
- Children who are not completing work after 2 days of it being uploaded should receive a call from the class teacher to ascertain any issues. Failure to complete work following this call for a further 2 days will require the Phase Leader to make contact with the parents. If child/ren need additional support, class teacher to arrange a TEAMS meeting to have a face-to-face meeting with them. If no work is completed during isolation, class teacher will need to review what the child has missed and TA to sit with child when possible to fill in the gaps – Intervention where needed.
- If unable to complete work due to no device or data – class teacher to see if there are any laptops/ data boxes available for use.

➤ Attending virtual meetings with staff, parents and pupils

- Staff should be dressed in appropriate work attire when attending virtual meetings with all stakeholders
- Staff should be seated in a location where backgrounds are neutral (nothing inappropriate on walls etc) and where there is no background noise. The meeting should be held where no other members of the household are able to hear it, or headphones should be used to ensure privacy
Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

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

- Reading to pupils as advised by the class teacher – this could be recorded then uploaded to Seesaw
- Listening to children read through Teams – a time will need to be set up on the TAs email and then sent to the parent of the child. Parents will then logon for the child. Only 1 child at a time to be on the reading meeting.

- Supporting on a 1 to 1 basis via Teams those children who are struggling to access the work
 - Attending virtual meetings with teachers, parents and pupils
 - Staff should be dressed in appropriate work attire when attending virtual meetings with all stakeholders
 - Staff should be seated in a location where backgrounds are neutral (nothing inappropriate on walls etc) and where there is no background noise. The meeting should be held where no other members of the household are able to hear it, or headphones should be used to ensure privacy
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

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
- 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 weekly SLT and Phase meetings and staff meetings
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations with the guidance and support of Fulston IT team

2.5 Designated safeguarding lead

The DSL is responsible for:

- Monitoring all concerns raised on CPOMS and ensuring appropriate and timely actions are taken
- Ensuring that staff and children are adhering to the online protocols of the school by joining some of the online interactions between staff and children
- Advising social workers that children on their case load are working remotely
- Liaising with social workers where concerns are highlighted

Ensuring that teachers/TA's are making the necessary contacts with children as set out in the RAG rating by monitoring CPOMS incidents

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'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, being mindful that they may be sharing a device with siblings and therefore not always 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. In the first instance parents to make contact either by Seesaw/Tapestry or e-mail to the class teacher. If further support is required then please contact the school office who will direct the enquiry to the appropriate person.
- › 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 the relevant Phase Leader
- › Issues with IT – talk to IT staff – helpdesk@fulstonmanor.kent.sch.uk
- › Issues with their own workload or wellbeing – talk to their line manager
- › Concerns about data protection – talk to the Office Manager or Head of School
- › 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:

- › Use SIMS or CPOMS to gain personal information for children. SIMS can be accessed via the remote desktop when working from home. CPOMS can be accessed using 2 factor authentication via a web browser
- › School provided laptops should be used when accessing systems to gain personal information
- › If systems are not available due to technical failures, information can be requested by e-mail via the school office and sent in a password protected document by return e-mail or given over the phone. All

information of a personal nature should be shredded once used and not left in an area in the home accessible by another

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as e-mail 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 – school issued laptops have this built in
- › Keeping operating systems up to date – always install the latest updates

5. Safeguarding

All staff must adhere to the Safeguarding & Child Protection Policy and COVID-19 Annex to CP Policy whether working in school or remotely. The links can be found below or both policies can be found on the school website:

[Safeguarding & Child Protection Policy](#)

[COVID-19 addendum to CP Policy](#)

6. Monitoring arrangements

This policy will be reviewed yearly or when a change of online platform is introduced by the Assistant Head. At every review, it will be approved by the full governing board.

7. Links with other policies

This policy is linked to our:

- › Behaviour policy and Behaviour Policy Addendum
- › Child protection policy and COVID-19 addendum to our child protection policy
- › Data protection policy and privacy notices
- › Home-school agreement
- › ICT and internet acceptable use policy
- › Online safety policy
- › Virtual Meeting Protocol