

St Paul's C of E (VC) Junior School

*"Promoting, Valuing and Celebrating achievement
in a Christian setting."*

Remote Learning Policy

Date:September 2020.....

Review Date:

Author:

Approved by Governors:

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*

Teachers

When providing remote learning, teachers must be available between 8.50am and 3pm.

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:**
 - Related to the current topic covered within the English and Maths curriculum.
 - Additional work to be set relating to Science, Foundation Subjects if they are covered on the day/days of absence.
 - Work may be set daily by class teacher using a range of sources (online websites, prepared slides, printed work).
 - Daily work will be uploaded to Class Dojo (PDF format). Class Dojo will also be used as the messaging system between class teachers, parents and pupils.
 - Teachers will liaise with year group colleagues to ensure consistency across the year group and subject.
 - Pupils with limited or no access to technology can be provided with paper copies on request or the loan of a school iPad.
- **Providing feedback on work:**
 - Pupils will submit work via Class Dojo or SeeSaw.
 - Teachers can leave brief comments about the work received on Class Dojo or SeeSaw. When using SeeSaw, all work requires teacher approval before appearing 'live' on pupil's page.
- **Keeping in touch with pupils who aren't in school and their parents:**
 - Teachers are to respond to messages on Class Dojo any time between 9am and 5.30pm Monday to Friday. Parents are to be aware that any messages received before or after these times may not be replied to due to quiet hours.
 - Emails received in the year group email from parents are to be checked between 9am and 5.30pm Monday to Friday. Emails will be replied to within 48hrs. any teacher in the year group may respond to these emails.
 - Any safeguarding concerns will take precedent and usual procedures of notifying DSL through My Concern will take place.

- Class teachers should attempt to contact all pupils in their class every 2 weeks via telephone call when in school or arranged Teams meetings.
- All contact with parents should remain polite and encouraging. Teachers must adhere to school's online policy and acceptable use policy when contacting parents and pupils.

➤ Attending virtual meetings with staff, parents and pupils:

- School will use Microsoft Teams or Zoom for virtual staff meetings, parent and pupil conferences and individual pupil interventions (ELSA etc.)
- All meetings will take place on school site if possible. Rooms will be used which are best suited to holding parent/pupil meetings e.g. classrooms, intervention rooms.
- Additional adults may be required to monitor parent/pupil conferences for staff and pupil safeguarding.
- Meetings will only be held with those pupils who have permission. Parents will be required to be available in the same room for safeguarding purposes.
- Staff must be aware of what is visible in the room behind them (Teams allows staff to blur backgrounds, Zoom allows staff a 'virtual' background)
- All participants of meetings must consider appropriate dress and use appropriate language. Members of staff may terminate meetings if dress and language expectations are not followed.

➤ Streaming live lessons to pupils:

- Teachers are only expected to stream live lessons for English and Maths. Additional work can be set and delivered by class teaching assistants.

Teaching Assistants

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

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 teachers with the delivery of curriculum subjects when live streaming lessons. Deliver foundation subject teaching when class teacher is not streaming live lessons.
- Support pupils who are not in school with learning remotely.
- Attend virtual meetings with teachers, parents and pupils.

Subject Leaders

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.
- Monitoring the remote work set by teachers in their subject through meetings with teachers or by reviewing work set.
- Alerting teachers to resources they can use to teach their subject remotely.

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 virtual meetings with staff and team leaders, feedback from parents and pupils to the effectiveness and provision of work set.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

Designated Safeguarding Lead

The DSL is responsible for:

- Maintaining contact, collating and responding to any concerns. Please refer to Child Protection Policy.

IT Providers

IT providers (Praestantia Technologies) are responsible for:

- Fixing and maintaining all hardware used in the delivery of remote learning.
- Helping staff with any technical issues they are experiencing.
- Maintaining the integrity and security of systems and flagging any data protection breaches to the designated Data Protection Officer (D.Fingleton).

Pupils and Parents

Staff can expect pupils learning remotely to:

- Be contactable during the hours of the school day 9am-12pm, 1pm-3pm - although they may not always be in front of a device the entire time.
- Complete work to the best of their ability which has been set by the class teacher.
- Ask for help from teachers or teaching assistants if having difficulty with the set work.

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick.

- Seek help from the school if they need it. Teachers should refer parents to the class pages on the school website which contains links to a range of online resources.
- Be respectful of quiet hours when using Class Dojo or year group emails.

Governing Body

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

Who to contact

If staff have any questions or concerns, they should contact:

- › Issues in setting work – talk to team/subject leader or SENCO.
- › Issues with behaviour – talk to team leader/SLT
- › Issues with IT – talk to IT lead
- › Issues with own workload or wellbeing – talk to their line manager/SLT
- › Concerns about data protection – talk to the data protection officer
- › Concerns about safeguarding – talk to the DSL

Data protection

Accessing Personal Data

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

- Have access to school server remotely. Please ensure current passwords are updated regularly. Ensure you log out of the remote server when not in use. Do not allow access to the site to any third party.
- Have access to SIMs for contact details using secure password. Do not allow access to SIMs with third parties and ensure SIMs is logged off.
- Have access to Educater for attainment information using secure password. Do not allow access to SIMs with third parties and ensure SIMs is logged off.
- Have access to online resources using personal passwords. Do not share passwords with third parties.
- School laptops and iPads are the preferred devices for remote learning and/or accessing pupil information. Personal devices must not be used to store any details about pupils.

Processing Personal Data

Staff members may need to collect and/or share personal data such as emails or phone numbers 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.

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

Safeguarding

Please refer to COVID19 amendments to the Child Protection Policy.

Monitoring Arrangements

This policy will be reviewed as and when updates to remote learning become available by county or DfE.

This policy will be reviewed by Headteacher (C.Partridge) and the Governing Body.

Links with other policies

This policy is linked to our:

- Behaviour policy
- 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
- E. Safety policy