

Remote Learning Policy

West Cornforth Primary School



Approved by:	[Mrs J Hodgson]	Date: [22.10.20]
Last reviewed on:	[22.10.20]	
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1. Aims

This remote learning policy for staff aims to:

- › Ensure consistency in the approach to remote learning for pupils
- › 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 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:

This could include:

› Setting work:

Staff will need to plan activities for their class. As these are unprecedented times, they might also need to plan activities for staff who are unable to work for any reason. It is expected staff plan enough work to cover the curriculum. The work should be related to the curriculum, be suitably challenging and well organised. It is expected teachers liaise with other teachers, including those teaching in school, to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work

(There are different approaches for individual self-isolation and whole class/school self-isolation. Individual absence may be supported by a work pack, following schemes online to align with class teaching or Office 365 lessons from the classroom via video link.)

- How much work should be provided? Enough to cover four lessons per day.
- When this work needs to be set? The day before the lesson's are to be delivered.
- Where work should be uploaded? If work is to be uploaded onto the school website, Staff will send work to Miss. Gregg as per lockdown. Staff are responsible for uploading information onto Tapestry, Seesaw and myON etc.

› Providing feedback on work:

- How they will access completed work from pupils? Office 365, myON, email and Class dojo.
- How they are expected to share feedback with pupils? Office 365, myON, email and Class dojo.

› Keeping in touch with pupils who are not in school and their parents/carers:

- If they are expected to make regular contact, how should staff do that if?
Staff can send, emails, phone calls or Class Dojo messages.
- School expectations are for answering emails from parents and pupils
Staff must not answer emails/messages outside of working hours.
- How they should handle any complaints or concerns shared by parents and pupils – for any safeguarding concerns (refer teachers to the section below)? All complaints or concerns should be passed to the Headteacher.
- How are barriers to access to remote learning resolved?
- The main barrier is lack of technology. Parents can borrow school equipment, to ensure their children can access learning online.

- How should staff handle any behavioural issues, such as failing to complete work? Staff must contact parents to make them aware their children are failing to engage.
- Attending virtual meetings with staff, parents and pupils:
 - Dress code
It is expected staff dress 'for work' as usual.
 - Locations (e.g. avoid areas with background noise and set a background scene if possible.
Ensure there is nothing inappropriate in the background, if a background scene cannot be set.

If teachers are working in school, Office 365 will be used to live stream lessons to pupils who are unable to attend.

Should schools choose to provide remote education using live streaming or pre-recorded videos, guidance from the National Cyber Security Centre (NCSC) on [which video conference service is right for your school](#) and [using video conferencing services securely](#) could help schools to set up video conferencing safely, if this is the chosen approach.

In addition, [guidance from the UK Safer Internet Centre on safe remote learning](#) includes detailed advice on live, online teaching, and the [safeguarding guidance from London grid for learning \(LGfL\)](#) includes platform-specific advice.

2.2 Teaching assistants

When supporting remote learning, teaching assistants must be available during their normal working hours.

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:
 - Teaching staff will direct support staff to those pupils who will need support
 - Support should be offered by email and Office 365
- Attending virtual meetings with staff, parents and pupils:
 - Dress code
It is expected staff dress 'for work' as usual.
 - Locations (e.g. avoid areas with background noise and set a background scene if possible.
Ensure there is nothing inappropriate in the background, if a background scene cannot be set.

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
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are reasonable and age-appropriate
- Monitoring the 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
 - › 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 dealing with any issues by staff and parents.

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

- › Issues with their own workload or wellbeing – Head teacher or line manager
- › Concerns about data protection –data protection officer
- › Concerns about safeguarding –DSL

4. Data protection

4.1 Accessing personal data

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

Access the data, such as on a secure cloud service or a server in the IT network

Use school purchased, staff laptops to access the data

Be mindful of the Acceptable Use and Mobile Phone policies

[Staff 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 five minutes
- › 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

[Keeping Children Safe in Education](#)

6. Monitoring arrangements

This policy will be reviewed termly by Rebecca Gregg and Jill Hodgson. At every review, it will be approved by the Achievement and Learning Committee.

7. Links with other policies

This policy is linked to our:

- › Behaviour policy
- › Safeguarding policy
- › Data protection policy and privacy notices

- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy