Arnold Mill Primary and Nursery School

Remote Learning Policy

Approved by:	S&P Committee
Last Review Date:	September 2024
Next Review Date	Autumn 2026

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

It may be necessary for teachers to work:

- in school teaching face to face sessions,
- in school teaching face to face sessions and setting work for children who are isolating remotely or
- at home setting all learning remotely.

When providing remote learning, teachers must be available between 8.30am and 3.45pm.

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 for their own class and support their phase team if there are absences.
- Providing at least one maths lesson, one English lesson and one topic lesson per working day.
- Setting work by 8.30am ready for that day.
- Uploading work to the children's Teams accounts.
- Organising paper copies of work if all attempts to get children online have failed.
- Ensuring online sessions are based on the yearly plans for each subject and should, as much as possible; reflect the lesson, which would have occurred in school.
- Providing feedback on work using the children's Teams assignments.
- Keeping in touch with pupils working from home via feedback and chat facilities on Teams.
- Responding to complaints or concerns from parent or children and escalating any issue to the Headteacher if they can't resolve things.
- Reporting any safeguarding concerns via CPOMs in line with our safeguarding policy.
- Pursuing children who are not accessing work and escalating issues to the Headteacher.
- Attending virtual meetings with staff, parents and pupils. Ensuring that any meetings are carried out in an appropriate setting, with full consent from parents.

2.2 Teaching assistants

It may be necessary for teaching assistants to work:

- in school supporting groups face to face,
- in school supporting face to face sessions and setting work for children who are isolating remotely or

- at home setting learning remotely.

When assisting with remote learning, teaching assistants must be available for their contractual 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 assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely. They may be given a set group of children or a specific topic to monitor. This will be organised with their class teacher.

- Attending virtual meetings with teachers, parents and pupils. Ensuring that any meetings are carried out in an appropriate setting, with full consent from parents.

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 and teaching assistants 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, 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

The DSL is responsible for:

- Contacting vulnerable families in line with safeguarding procedures.

- Working with other agencies to ensure families are supported and children are kept safe.

- Processing an EHAF if families need more support.

- Reporting any concerns to the MASH team or police, following our child protection policy.

- Reminding staff of our duty to safeguard children via training and update meetings.

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. Although 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 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 SENCO or Headteacher.

- Issues with IT – talk to WHPT or subject leaders.

- Issues with their own workload or wellbeing – talk to their line manager.

- Concerns about data protection – talk to the data protection officer.

- Concerns about safeguarding – talk to the DSL Jackie Oldfield

4. Data protection

4.1 Accessing personal data

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

- Access data via SIMS, CPOMs or Microsoft on a secure network.
- Use devices provided by school.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses and 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.

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.
- Fully logging out after use.

5. Safeguarding

Safeguarding procedures are covered in our Child Protect Policy. All staff must follow the policy at all times, even when working from home.

All concerns will still be logged on CPOMs and DSLs must be informed in a timely manner.

6. Monitoring arrangements

This policy will be reviewed every two years.

It will be reviewed by Jackie Oldfield Headteacher

At every review, it will be approved by the Governing Body

7. Links with other policies

This policy is linked to our:

- Behaviour policy.

- Child protection policy and Emergency safeguarding procedures for Covid-19 policy.

- Child-on-child abuse policy

- Data protection policy and privacy notices.

- Home-school agreement.

- IT and internet acceptable use policy.

- Online safety policy.