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**Remote Learning Policy**

**2020-21**

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| **Policy Lead/Curriculum Lead** | **Ian McDonald/Anne-Marie Warrington** |
| **SENCO** | **Susan Hewitt** |
| **Curriculum Governor** | **Beryl Trainor** |
| **Last Update** | **September 2020** |
| **Approved by the Governing Body** | **05/10/20** |
| **Date of Review** | **05/01/21** |

**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

**This Policy is designed to cover 3 scenarios where remote learning is required (and all 3 will be referred to throughout this policy):**

1. Where part of a class is isolating and part of the class is still in school
2. Where an entire class is isolating for a period of time
3. Where the entire school is back in a Lockdown scenario and no children are attending (***other than Key Worker/Vulnerable pupils***)

**2. Roles and responsibilities**

**2.1 Teachers**

When providing remote learning, teachers must be available for online teaching between 9-3pm in scenarios 2 and 3 (and in school during scenario 3).

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:

* At Bishop Martin we want to ensure remote learning is content specific to the child and year group and is linked to the work being planned for in school
* The content will follow a consolidation/reinforcing and scaffolding learning model (week 1 work will consolidate the previous week’s learning in school and week 2 will model, scaffold and build on that learning)
* Work will be uploaded and accessed onto Microsoft Teams Education and accessed via the link provided on the Remote Learning section of the school website
* Work collaboratively with colleagues to share appropriate resources (eg phonics, reading aids etc)

Providing feedback on work:

* To minimise risk, all work completed via online learning can only be submitted through being scanned/photographed or e-mailed to the teacher
* Online work must only be submitted to the teacher via Microsoft Teams

Keeping in touch with pupils who aren’t in school and their parents outside of curriculum matters:

* Communications of this nature will be handled through the office
* Pastoral Team pick-up
* SEND pupils and families remain in contact with the school SENCO
* The DSL(s) will deal with any Safeguarding/Child Protection issues (***Cross-ref: Safeguarding and Child Protection Policy***)

Attending virtual meetings with staff, parents and pupils:

* For virtual lessons, pupils are required to be dressed appropriately (school uniform not required but not pyjamas etc)
* Locations: Where possible, any ‘live’/’streamed’ lessons need to be accessed in a communal area (eg: NOT a bedroom) with an appropriate back drop
* Teachers working under scenario 3 will still be expected to attend work and deliver content from the school environment to ensure professionalism. School has been fully risk-assessed as a safe environment
* Where staff are still working from school, remote learning will be managed through a mixture of pre-uploaded content (building on current and prior learning from the week before in school), and ONLY where appropriate, ‘live’ streaming in a limited a capacity (all through Microsoft Teams).

**2.2 Teaching assistants**

When assisting with remote learning, teaching assistants must be available between their individually contracted hours within the school day supporting Key Worker/Vulnerable pupils attending school (under the direction of the class teacher)

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 (as directed by the class teacher):

* Which pupils they’ll need to support
* How they should provide support

Attending virtual meetings with teachers, parents and pupils (as directed by the Headteacher):

* Dress code (dressed appropriately according to the Code of Conduct)
* Ensure an appropriate locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

If Teaching Assistants are still working in school the principles outlined in 2.1 apply

**2.3 Subject leads**

The term ‘subject lead’ refers to anyone co-ordinating subject provision across the school. This section also covers the responsibilities of the SENCO in relation to co-ordinating remote learning for children with SEND across the school.

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
* SENCO: Liaise directly with any SEND identified families in the event of one of the 3 scenarios to ensure that they are appropriately supported through the isolation period from a learning perspective

**2.4 Senior leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

* Co-ordinating the remote learning approach across the school
* Ensuring families have the resources they require to access online teaching/learning
* Monitoring the effectiveness of remote learning.
* All learning content will be submitted to SLT through the process of uploading and this will be monitored by the Curriculum Lead, reporting directly to the Headteacher
* Monitoring the security of remote learning systems, including data protection and safeguarding considerations

**2.5 Designated safeguarding lead**

The DSL is responsible for:

* Ensuring that Remote Learning is carried out in accordance with the Online Safety Policy and Keeping Children Safe in Education 2020

**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 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 or the school office
* 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 – if you know of any resources staff should point parents towards if they’re struggling, include those here
* Be respectful when making any issues 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
* Review and ratify this policy on an annual basis

**3. Who to contact**

If staff have any questions or concerns about remote learning, they should contact the following individuals:

* **Issues in Setting Work:** The Curriculum Lead, relevant subject lead or SENCO
* **Issues with Behaviour:** The Headteacher
* **Issues with IT:** The School Business Manager
* **Issues with their own Workload or Wellbeing:** Key Stage Lead or Headteacher
* **Concerns about Data Protection:** The school DPO (School Business Manager)
* **Concerns about Safeguarding:** The DSL

**4. Data protection**

**4.1 Accessing personal data**

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

* Adhere to the expectations laid out in the school Acceptable Use Policy (AUP) regarding how they can access the data, the school server remotely, Microsoft Teams etc
* Which devices they should use to access the data – if you’ve provided devices, such as laptops, make staff use these rather than their own personal devices

**4.2 Processing personal data**

Staff members may need to collect and/or share personal data such as (eg: emails) 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 and at all times adhere to the Acceptable Use Policy (AUP).

**4.3 Keeping devices secure**

The Data Protection Office (DPO) and IT Support Staff are available to advise staff regarding device security.

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

In all of these areas staff are expected to adhere to the Acceptable Use Policy (AUP) of the school

**5. Safeguarding**

This policy is referenced in the Safeguarding and Child Protection Policy

**6. Monitoring arrangements**

This policy will be reviewed annually by the Headteacher and approved by the Governing Body each Autumn Term.

**7. Links with other policies**

This policy is linked to our:

* Behaviour Policy
* Teaching and Learning Policy
* Safeguarding and Child protection policy [insert if relevant:] and coronavirus addendum to our child protection Policy
* Online Safety and Acceptable Use Policy (AUP)
* Home-School Agreement



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**Remote Learning Policy Appendix A**

**Device loan agreement for pupils**

(In line with the school Acceptable Use Policy (AUP))

1. **This agreement is between:**

* Bishop Martin C.E. Primary School and the parent signed at the end of this agreement
* It governs the use and care of devices assigned to the parent’s child ( the “pupil”). This agreement covers the period from the date the device is issued through to the return date of the device to the school.
* All issued equipment shall remain the sole property of the school and is governed by the school’s policies.
* The school is lending the pupil a device for the purpose of completing remote learning from home due to enforced isolation/lockdown.
* This agreement sets the conditions for taking a Bishop Martin C.E. Primary School device home.

**As parent I confirm that I have read the terms and conditions set out in the agreement and my signature at the end of this aagreement confirms that I and the pupil will adhere to the terms of loan.**

**2. Damage/loss:**

* By signing this agreement I agree to take full responsibility for the loan equipment issued to the pupil and I have read or heard this agreement read and understand the conditions of the agreement.
* I understand that I and the pupil are responsible for the equipment at all times whether on the school’s property or not.
* If the equipment is damaged, lost or stolen, I will immediately inform Mrs Fendle, School Business Manager, and I acknowledge that I am responsible for the reasonable costs requested by the school to repair or replace the equipment. If the equipment is stolen, I will also immediately inform the police.
* I agree to keep the equipment in good condition and to return it to the school, on their demand, in the same condition it was issued.
* I will not leave the equipment unsupervised in unsecured areas.

I will make sure my child takes the following measures to protect the device:

* Keep the device in a secure place when not in use
* Don’t leave the device in a car or on show at home
* Don’t eat or drink around the device
* Don’t lend the device to siblings or friends
* Don’t leave the equipment unsupervised in unsecured areas

**3. Unacceptable use**

* I am aware that the school monitors the pupil’s activity on this device. I agree that my child will not carry out any activity that constitutes ‘unacceptable use’.

This includes, but is not limited to the following:

* Using ICT or the internet to bully or harass someone else, or to promote unlawful discrimination
* Any illegal conduct, or statements which are deemed to be advocating illegal activity
* Activity which defames or disparages the school, or risks bringing the school into disrepute
* Causing intentional damage to ICT facilities or materials
* Using inappropriate or offensive language

I accept that the school will sanction the pupil, in line with our behaviour policy if the pupil engages in any of the above **at any time.**

**4. Personal use**

I agree that the pupil will only use this device for educational purposes and not for personal use and will not loan the equipment to any other person.

**5. Data protection**

I agree to follow the measures taken by the school to keep the data on the device protected:

* The device will come with a school assigned password to access it. \*\* **I will keep this password secure, not change it, and contact school if I lose or forget it**
* Make sure my child locks the equipment if it’s left inactive for a period of time
* Do not share the equipment (or password) among family or friends

If I need help doing any of the above, I will contact the school office via email:

office@bishopmartin.lancs.sch.uk

**6. Return date**

I will return the device in its original condition to school when requested.

**7. Consent**

By signing this form, I confirm that I have read and agree to the terms and conditions set out above.

| PUPIL’S FULL NAME  |  |
| --- | --- |
| parent’s Full name  |  |
| parent’s signature  |  |

Device Password ………………………………………….. **(See above\*\*)**