



Micklefield C of E Primary School

Remote Learning Policy

2020 - 2021

1. Aims

This remote learning policy for staff aims to:

- › Ensure consistency in the approach to remote learning for pupils who are not 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 can be contacted via email, and will respond as soon as possible. They should be available for work during the normal school hours.

If they are unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

› Setting work

- Work must be set for any child who is at home self-isolating or in quarantine (providing they are fit enough to complete work).
- Work must be sequential, mirroring the learning that is going on in the classroom as far as possible.
- Work will be set for Maths, Reading (including phonics if required), Writing and one Foundation subject each day.
- Work must be set by 9.00am each day, with the expectation that pupils complete the work by 3.30pm on the same day.
- For those families requiring paper copies, admin staff will deliver to pupils' homes by 9.00 am and will collect work at 3.30pm the same day.
- For children who have access to a device bigger than smartphone and broadband, work will be uploaded onto Class Dojos in individual pupil portfolios. This will allow differentiated work to be set.
- There is a central record kept by the admin staff detailing the needs of our families regarding remote learning.
- A two-week, 'emergency learning pack' for each year group will be kept in the PCApps folder on our shared network for admin staff to access and distribute in the event of the class teacher being ill whilst the class bubble is isolating.





Micklefield C of E Primary School

Remote Learning Policy

2020 - 2021

➤ Providing feedback on work

- Feedback will be given via Class Dojos, email or a zoom session.

Keeping in touch with pupils who are not in school and their parents

- Teachers must regularly keep in touch with families who are self-isolating via email or phone. Teaching assistants may help with this.
- Teachers are not expected to make phone calls or answer messages before 9.00am, after 5.30pm or on a weekend.
- When Zoom meetings take place, staff and parents must adhere to the guidance regarding location, supervision, dress code and parental permission.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants will assist with keeping in touch with parents and will assume a pastoral role. Individuals may be asked to support the teacher in other ways if appropriate.

If they are unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure, as well as contacting the class teacher.

2.3 Subject leads/SEND/CO

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 to make sure all work set is appropriate and consistent
- Monitoring the remote work set by teachers in their subject through meetings with teachers
- 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 – Caroline Loring
- Monitoring the effectiveness of remote learning through meetings with teachers and subject leaders, reviewing work set and reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

www.micklefieldceprimary.co.uk

Learning and Growing Together, With Faith, Hope and Love





Micklefield C of E Primary School

Remote Learning Policy

2020 - 2021

2.5 Designated safeguarding leads

The DSL (Caroline Loring) is responsible for ensuring that contact is maintained with all our families via telephone/email, particularly those most vulnerable.

The Deputy DSL (Lucy Gillatt) is responsible for keeping parents up to date with relevant information on how to keep children safe online.

In the event of a National Lockdown, Caroline Loring, Lucy Gillatt and Karen Wood will continue Supervision meetings via Zoom.

2.6 Pupils and parents

Staff can expect pupils learning remotely to:

- › Complete the work set by 3.30pm each day
- › Seek help if they need it, from teachers or teaching assistants
- › Alert teachers if they are 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 cannot complete work
- › Ensure that work is completed by 3.30pm each day
- › Seek help from the school if they need it
- › Be respectful when making any complaints or concerns known to staff

2.7 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 SENDCO
- › Issues with IT – contact Richard Aaron SBM
- › Issues with their own workload or wellbeing – contact the Head teacher, Miss Wood
- › Concerns about data protection – contact Richard Aaron
- › Concerns about safeguarding – talk to one of the DSLs (Mrs. Loring, Mrs. Gillatt, Miss Wood)

www.micklefieldceprimary.co.uk

Learning and Growing Together, With Faith, Hope and Love





Micklefield C of E Primary School

Remote Learning Policy

2020 - 2021

4. Data protection

4.1 Accessing personal data

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

Explain:

- How they can access the data
- Which devices they should use to access the data – school laptop/PC, not personal devices

4.2 Processing personal data

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

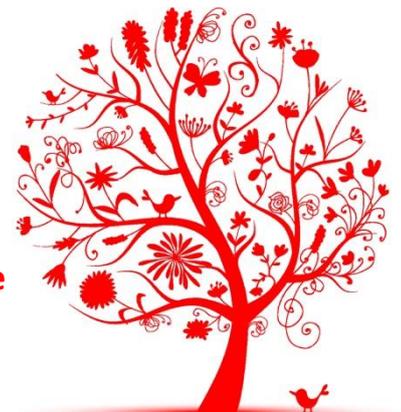
- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers, and special characters (e.g. asterisk or currency symbol)
- Having two-factor authorisation for school email accounts
- Ensuring the hard drive is encrypted – 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

School must ensure that:

- antivirus and anti-spyware software have been installed
- operating systems are kept up to date

5. Safeguarding

Please refer to our Safeguarding and Child Protection Policy 2020 – 2021, Safeguarding addendum 2021, Keeping Children Safe in Education September 2020 and the addendum for Safer Working Practice 2020.





Micklefield C of E Primary School

Remote Learning Policy

2020 - 2021

6. Monitoring arrangements

This policy will be reviewed termly by Caroline Loring (AHT). At every review, it will be approved by [Tom Johnston Chair of Standards Committee and Safeguarding Governor].

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy
- Safer Working Practice
- Zoom Use policy and agreement

www.micklefieldceprimary.co.uk

Learning and Growing Together, With Faith, Hope and Love





Micklefield C of E Primary School

Remote Learning Policy

2020 - 2021

www.micklefieldceprimary.co.uk
Learning and Growing Together, With Faith, Hope and Love

