

SAMLESBURY Church of England Primary School

Growing, Learning & Inspiring through God's Love and
Grace



07051 Remote Learning Policy

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Signed:

Date:

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1. Aims

This remote learning policy for 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

When providing remote learning, teachers must be available between 8.40am and 3.45pm. Staff may be available at times outside of these times but is at their discretion to enable them to balance work and home life and there is no expectation that they will be available outside the set 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 providing remote learning, teachers are responsible for:

- Setting work:
 - For their class for individual pupils and if the whole class is self-isolating
 - English, maths and a topic lesson – usually one topic lesson per afternoon. (see timetable in annex A for details)
 - Work needs to be emailed to families before 8am each day. The week's resources should be emailed to parents the evening before the start of the week (for part time staff the day before they start their week) if the whole class is self-isolating) or a combination of daily and weekly if an individual child is self-isolating. (see Annex A for details)

- Work should be uploaded on to the school network where a secure link to can be sent to parents each day to access work and to the pupils Purple Mash account so that pupils can access work too.
- Staff should seek support from more senior staff or subject leaders to ensure that learning provided is consistent across school and so that pupils who have more limited access to devices can still complete the work
- Zoom will be used for remote learning for a mixture of live lessons, recorded video teaching and independent work.
- Infants will have a minimum of 3 hours learning per day with the expectation to be four hours per day and Key Stage 2 will have a minimum of 4 hours with the expectation of 5 hours to be provided.

This is an example timetable for your child's class (the timetable would be amended to fit the class's curriculum/timings)

Time	Lesson/activity
8.50am	Whole class registration
9.00am	SPAG/handwriting/phonics (live Zoom input starter to follow on from registration)
9.30am	English (10/15 min intro Zoom + 5 min ish plenary and feedback)
10.30am	Break
10.45am	Maths (10-15 min intro + 5 min ish plenary)
12.00pm	LUNCH
1.00pm	Reading/AR tests/comprehension etc
1.20pm	Topic (10/15 min intro Zoom + 5 min ish plenary and feedback)
2.40pm	Story time/class novel (live Zoom)
3.00pm	Worship (live Zoom)
3.15pm	School finishes

- Providing feedback on work:
 - Pupils should email work or photos back to school so that staff can provide feedback
 - Email feedback for individual pupils and whole class feedback if the whole class is self-isolating
 - Feedback should happen on a daily basis if the full class is self-isolating and preferably daily for children who are individually self-isolating.
- Keeping in touch with pupils who aren't in school and their parents:
 - Staff should keep in regular contact with pupils via email/Purple Mash, Class Dojo or Tapestry. If there is limited contact and parents do not respond then staff should inform the Head teacher.
 - Teachers should not answer emails outside of working hours unless they choose to do so. Parents will be informed of this in their remote learning guidance information.

- If teachers have any safeguarding issues then they should follow normal procedures in school's safeguarding policy and inform the DSL or back up DSL of the concerns they have or what has been passed on to them.
- If pupils consistently fail to complete work after all avenues from the class teacher have been used, staff must inform the head teacher who will follow it up.
- Attending virtual meetings with staff, parents and pupils:
 - Appropriate dress should be work which is consistent with a working school day
 - Locations for live teaching from outside school avoid areas with background noise with nothing inappropriate in the background.

Providing devices for those who do not have access to them:

- A parent questionnaire has been shared with all families to ascertain who would need them and they will be provided as resources allow, to those families who need them.

Printing of resources:

- For those families who do not have access to be able to print resources should contact school to discuss support in this area.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9.00 and 3.15pm or be in a role which supports the class teacher delivering online learning.

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 under the direction of the class teacher
 - Attending virtual meetings with teachers ensuring that locations are suitable e.g. avoid areas with background noise, nothing inappropriate in the background)

If a teaching assistant is working in school when their class is having to self-isolate, then they will be moved to work in a different class during this period of time but may be asked to support their class remotely.

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 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
- The SEND lead will also have responsibility for co-ordinating/monitoring the remote learning for children with SEND across school.

2.4 Assistant Head teachers

Alongside any teaching responsibilities, these senior leaders are responsible for:

- Working with the head teacher to co-ordinating the remote learning approach across the school (Mrs Quayle and Mrs Greenbank)
- Working with the head teacher to monitor the effectiveness of remote learning such as through regular communication with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Working with the head teacher to monitor the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated Safeguarding Lead

The DSL is responsible for:

The DSL will:

Be fully familiar with the role of the DSL as detailed in Keeping Children Safe in Education 2020, Annex B and adhere to this role. This includes but is not conclusive to:

- take lead responsibility for safeguarding and child protection
- act as a point of contact with the 3 safeguarding partners
- manage referrals to Children's Social Care, Police and other agencies including Channel
- work together with other agencies in order to improve outcomes for children
- attend DSL training every 2 years
- undertake Prevent awareness training
- update their skills and knowledge on a regular basis, but at least annually
- raise awareness of safeguarding throughout school and act as a point of support for all staff
- ensure that this policy is reviewed annually and is available publicly
- maintain, update and amend the school's safeguarding portfolio regularly
- ensure that parents are aware of schools responsibilities regarding safeguarding and child protection

- maintain accurate safeguarding records that are stored securely
- be available during school hours
- arrange cover of DSL role for any out of hours/out of term activities
- represent school in multi-agency meetings
- be provided with appropriate support and supervision in order to carry out the role safely and effectively
- understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the General Data Protection Regulation;
- take a holistic view to ensure wider environmental factors are considered which may be a threat to safety and welfare of children (Contextual Safeguarding).
- be responsible for the sharing of child protection files when a child moves to a new school or college
- liaise with the Local Authority Personal Advisors for any Care Leavers.

2.6 External IT support staff

These external staff will be asked in to tackle tasks such as in the list below but it will be the responsibility of the Head teacher to ensure that IT issues are addressed. IT staff are responsible for:

Insert details, such as:

- 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, with support from parents, from teachers or teaching assistants
- Alert teachers, or parents will do this, 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 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 your child's class teacher first, SENCO (Mrs Qualye) or Mrs Sutton if you feel you would like to discuss your concern further.
- Issues with behaviour – talk to your child's class teacher first then either of the assistant head teachers (Mrs Quayle or Mrs Greenbank) or the head teacher Mrs Sutton
- Issues with IT – talk to the head teacher in the first instance who will arrange for IT support where needed.
- Issues with workload or wellbeing – talk to the head teacher
- Concerns about data protection – talk to the data protection officer which is the head teacher
- Concerns about safeguarding – talk to the DSL (Mrs Sutton) or back up DSLs (Mrs Quayle and Mrs Greenbank)

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, such as on a secure cloud service or a server in your IT network
- 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 [such as email addresses] 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
- Devices lent to pupils at home will have dedicated log ins and passwords for security

5. Safeguarding

Please refer to school's Safeguarding Policy which can be found on the school website.

6. Monitoring arrangements

This policy will be reviewed regularly as needed but at least termly by the head teacher. At every review, it will be approved by Governing Board SEC committee termly as needed.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Remote Learning Strategy
- Safeguarding policy and coronavirus addendum to our Safeguarding policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy