Remote Learning Policy

St. Matthew's
CofE Primary School

Approved by: K Ritchie	Date: 6-1-21
Last reviewed on:	2-2-21
Next review due by:	1-4-21

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

2. Roles and responsibilities

Any ICT based (e.g., login problems, missing children's names) issue should be directed to JS, school Business Manager

All content (e.g. Up- Loading worksheets, pupils messaging etc) issues to should be directed to RR, Assistant HT

2.1 Teachers

When providing remote learning, teachers must be available between 8:30 am and 4:00 pm. Staff are entitled to a designated 1 hour lunch break and to one afternoon for PPA.

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 –

  o   For all children in their class

  o   Differentiated as appropriate

  o   English, Maths, Foundation curriculum, P.E. daily

  o   Work should be available on TEAMs and as packs which can be distributed to pupils who do not have access to digital learning

  o   Work should be saved in the remote learning planning folder on the system

  o   Plans should be written with year group partner

  o   At least one daily session will be live. This could be register, story time or specific lessons supporting on-going learning. These need to be recorded so that they can be accessed at other times

  o   Use of pre-recorded videos are to be used to support learning

  o   The school website can also be used as a means of sharing learning with children and parents

> Providing feedback on work –

  o Pupils work exchanged on TEAMS should be given appropriate feedback

> Keeping in touch with pupils who aren't engaging with remote learning and their parents –

  o Attending virtual meetings with teachers, parents and pupils as required

  o Phone calls should be made to these families at least once a week

  o Any safeguarding concerns should be passed to MS

  o Any complaints from parents should be passed to AW/KR

  o Any children not engaging in online sessions must be reported to AW/KR

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8:30am and 3:30pm

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:

> Support the class teacher in providing suitable resources to ensure learning can be accessed by all pupils

> Attending virtual meetings with teachers, parents and pupils as required

> Ensure that you are appropriately dressed for video sessions

> Use a suitable quiet space

> To support in the delivery of learning as required

> Be present for live teaching sessions

> Support with the marking of work and giving appropriate and timely feedback

> Make weekly phone calls, more if necessary, to children who are working on hard copies as asked by class teacher

When not being needed to provide support on Teams, TAs may be asked to do any regular classroom task

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 through plan scrutinies

> Alerting teachers to resources they can use to teach their subject remotely

2.4 Phase leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

> Co-ordinating the remote learning approach across their wing

> Monitoring the effectiveness of remote learning through reviewing plans, evaluating work with CTs

> Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead/ Pastoral staff

The DSL is responsible for:

> Ensuring all pupils are safeguarded

  o Monitoring all pupils on the CP register through regular contact with appropriate agencies and the families

  o Monitoring vulnerable pupils through regular contact with the families

  o Keeping regular contact with outside agencies as required

  o Keeping CPOMS updated

  o Attending virtual meetings as required

2.6 SENCO

The SENCO is responsible for:

> Ensuring all EHCPs are continued to be delivered and

  o Monitoring all pupils EHCPs through regular contact with appropriate agencies and the families

  o Appropriate work is set for pupils for remote learning

  o Monitoring work completed

  o Keeping regular contact with outside agencies as required

  o Keeping CPOMS updated

  o Attending virtual meetings as required

  o Managing 1:1 TAs ensuring they are supporting their pupils as required

Under the direction of the SENDCo, SEN TAs will either work in school with their child or have regular contact with their child, will be present for any live teaching sessions, will upload appropriate work and will liaise with the SENDCo.

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

> 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

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 relevant phase leader/AW/MS/KR

> Issues with IT – talk to JS

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

> Concerns about data protection – talk to the JS

> Concerns about safeguarding – talk to the MS

4. Data protection

4.1 Accessing personal data

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

> Use Bolton Remote Access

> Use school Laptop/iPad

4.2 Processing personal data

Staff members should not collect and/or share personal data 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

5. Links with other policies

This policy is linked to our:

> Behaviour policy

- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy