



# *Remote Learning*

# *Policy*

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To be reviewed	Headteacher and Governors
Authorised by	Headteacher and Governors

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## 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

If the school experiences a partial or full lockdown, we will be using Seesaw as a platform for remote learning. Teachers will film short input sessions and upload them. Children will then be given tasks relating to this input. It is envisaged that there will be three sessions a day per class – English, Mathematics and another curriculum area.

Previously, the remote learning provided during the lockdown (March 2020-July 2020) was assessed and platforms for remote learning provision were investigated by the SLT. Questionnaires were sent to parents and collated. The school realises that a one size fits all approach will not work. This is due to a number of factors:

- A lack of devices at home
- A home environment in which more than one person needs access to a laptop at any one time
- Parents working from home, who are unable to support the children in their learning

When providing remote learning, teachers must be available between 8.45am and 3.30pm.

If unable to work for any reason during this time, for example due to sickness or caring for a dependent, teachers should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

#### Setting Work

- Teachers should set work for their own class.

- Teachers should set one Mathematics, one Literacy and one Foundation subject lesson per day. Answers to Mathematics questions should be provided. Pupils are also expected to read their reading book every day.
- Work is to be uploaded on Seesaw for remote learning by 3pm the previous day. For those children without access to suitable electronic devices, other arrangements will be made.

### **Providing Feedback**

- Pupils (or parents) are to mark their Mathematics and then upload this onto the platform
- Pupils are to upload any written work by 3pm for feedback to be given on the next day

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

- Pupils who have access to remote learning via an electronic device should contact the class teacher every day.
- Parents may contact teachers via the class email address. Emails will only be answered within the working day (i.e. 8.45am-3.30pm)
- Teachers are to contact parents if children fail to complete any work on 3 consecutive days.

### **Attending virtual meetings with staff, parents and pupils**

- If attending a virtual meeting, teachers should dress appropriately, according to the Staff Etiquette Policy
- If attending a virtual meeting, teachers should avoid areas with background noise and ensure that the background is plain

## **2.2 Teaching assistants**

When assisting with remote learning, teaching assistants must be available between 8.45am to 3.30pm, or during their normal working hours of a morning or afternoon.

If unable to work for any reason during this time, for example due to sickness or caring for a dependent, teaching assistants should report this using the normal absence procedure.

### **When assisting with remote learning, teaching assistants are responsible for:**

- Supporting the class teacher in the provision of remote learning for the class, as instructed by the teacher e.g. by preparing resources for uploading
- If working 1:1 with a child, support the child as instructed by the class teacher, according to the child's needs

### **Attending virtual meetings with staff, parents and pupils**

- If attending a virtual meeting, teaching assistants should dress appropriately, according to the Staff Etiquette Policy
- If attending a virtual meeting, teaching assistants should avoid areas with background noise and ensure that the background is plain

## **2.3 Subject leaders**

### **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 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 will 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

## 2.4 Senior leaders

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

- Co-ordinating the remote learning approach across the school – Assistant Headteachers (JB and JR)
- Monitoring the effectiveness of remote learning - through regular meetings with teachers and subject leaders, reviewing work set or 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 (or deputy) should provide support to teachers and pastoral staff to ensure that contact is maintained with children (and their families) who are not in school.

See Holy Trinity Safeguarding and Child Protection Policy

## 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 are 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
- 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

- Seek help from the school if they need it . The SENco may be contacted as well as, or instead of, the class teacher.
- 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 Assistant Headteachers, the relevant subject lead or SENDCO

**Issues with behaviour** – talk to the Headteacher or Assistant Headteachers

**Issues with IT** – talk to IT staff

**Issues with their own workload or wellbeing** – talk to their line manager (Headteacher or Assistant Headteachers)

**Concerns about data protection** – talk to the data protection officer

**Concerns about safeguarding** – talk to the DSL (Headteacher) or Deputy DSL (Assistant Headteacher – JB)

## 4. Data protection

### 4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will use their school laptop.

### 4.2 Processing personal data

- Staff members may need to collect and/or share personal data such as email addresses as part of the remote learning system. They will use the class email address for all correspondence with parents and pupils.
- 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

## **5. Safeguarding**

See: Holy Trinity Safeguarding and Child Protection Policy

## **6. Monitoring arrangements**

This policy will be reviewed annually by the Headteacher and Governors. At every review, it will be approved by the full governing body.

## **7. Links with other policies**

This policy is linked to our:

- Behaviour policy
- Holy Trinity Safeguarding and Child Protection Policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy
- Recovery Plan 2020-2021
- Staff Etiquette policy
- Business Continuity Plan