



Remote Learning Policy

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1. Aims

This remote learning policy for staff aims to:

- Deliver high quality home learning
- 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. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum to the safeguarding policy
- Data protection policy and privacy notices
- E-Safety policy

3. Roles and responsibilities

3.1 Teachers

When providing remote learning, teachers must be available between the hours of the normal school day.

If they are 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:
 - PowerPoints/Videos/Activity Sheets and other materials as appropriate will be created to teach pupils who are at home
 - English, Maths and Project Work, which may cover aspects of the rest of the curriculum, will be provided
 - Work will be set on a Friday for the following week
 - Work will be uploaded to Microsoft Teams
 - All pupils will be allocated Microsoft Teams logins
 - Year Groups will work together to provide work for pupils to ensure consistency of approach to provide a high-quality remote curriculum
 - In the event of a full lockdown CGP books will be provided for pupils to complete

- Providing feedback on work:
 - Pupils are able to upload completed work via the Microsoft Teams platform
 - Teachers will provide feedback via the Microsoft Teams platform
 - CGP books provide answers that pupils can use to self-mark

- Keeping in touch with pupils who aren't in school and their parents:
 - Teachers are expected to keep in contact with pupils at least weekly
 - E-mails from parents will be directed to Year Group Homework e-mails and teachers are expected to respond within 48 hours
 - If a parent or pupil raises a complaint, these are to be heard through the appropriate channels eg complaint policy, any safeguarding concerns are to be raised immediately in accordance with the e-safety and safeguarding policy

- Attending virtual meetings with staff, parents and pupils:
 - Teachers are to adhere to the school dress code when attending on-line meetings/lessons
 - Where possible teachers are to host/attend on-line events in an appropriate setting in conjunction with safeguarding procedures

3.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between normal school working hours. If they are 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:
 - 1:1 support as directed by the Teacher
 - Support will be provided via the Microsoft Teams platform
- Attending virtual meetings with teachers, parents and pupils:
 - Teaching assistants are to adhere to the school dress code when attending on-line meetings/lessons
 - Where possible teaching assistants are to host/attend on-line events in an appropriate setting in conjunction with safeguarding procedures

3.3 Subject leads/Year Group Leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to adapt to accommodate remote learning
- Working with teachers teaching their subject remotely to make sure that all work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure that work set remotely across all subjects is appropriate and consistent, and deadlines are being set in an appropriate time scale, interval and duration.
- Monitoring the remote work set by teachers in their subject and will 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

3.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

3.5 Safeguarding

The Langley Academy Primary – Addendum to KCSIE (April 2020) EMERGENCY SAFEGUARDING PROCEDURES DURING FULL SCHOOL CLOSURE

Aim:

- To keep all children safe
- To ensure the most vulnerable children have contact with staff at least once a week
- All staff to be alert to new concerns to ensure vulnerable families receive the support they need

Current child protection concerns:

- Phone contact once a week
- Offer of food support through school
- Liaising with all necessary professionals as usual
- Attending any planned review meetings, unless advised otherwise
- Use of CPOMS to record and report.
- A visit to family home, doorstep contact, with all children seen via SCS Trust.

Vulnerable families:

- Phone contact once a week
- Use of CPOMS to record and report
- Provision of food voucher, if required
- Space offered to attend school provision during closure
- For children with EHCPs, SENDCO to remain in touch with LA SEN team

Teacher well-being:

- Teacher well-being is checked through weekly SLT catch-ups and the school WhatsApp group

Teachers:

- Use school email accounts when contacting families
- Any cause for concerns to be recorded and reported through the safeguarding team.

Who will log actions onto CPOMS Logistics:

- Finance/HT to arrange purchase of food vouchers
- Any required 'Home visits' will be approved by safeguarding lead and undertaken by 2 staff
- Clear recording of families supported/ attending and available for home visits and support
- DHT coordinates uploading of content to social media to keep parents informed

- HT/Attendance Officer keeps parents informed of changes to procedures
- Staff have access to Zoom to remain in touch with one another
- HT creates a rota to cover key-worker/vulnerable children provision 16
- Attendance Officer/HT reports daily attendance to LA/DfE
- DSL to contact Social Worker if a named child does not attend It is essential that there is maintained contact between staff, always seek advice if concerns raised.

Personal numbers MUST NOT be shared with parent/carers.

3.6 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

3.7 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 deadlines 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 cannot complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

3.8 Role of Trustees

The Trust 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

4. Who to contact

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

Here are some suggested issues and the most likely points of contact:

- Issues in setting work – talk to the relevant subject lead or SENCO
- Issues with behaviour – talk to the relevant head of phase or year
- Issues with IT – talk to IT staff
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DSL

5. Data protection

5.1 Accessing personal data

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

- Access the data on a secure IT network
- Have use of school laptops

5.2 Processing personal data

Staff members may need to collect and/or share personal data as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals will not need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

5.3 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

6. Monitoring arrangements

This policy will be reviewed as appropriate.

Review Date: September 2020

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Next Review Date: September 2021