

Colmers Farm Primary School's

Remote Learning Policy



Rights Respecting Schools' Article/s

A28: Every child has the right to an education.

A29: Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures and the environment.

A31: Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.

Colmers Farm Primary School

Remote Learning Policy

Contents

1. Aims	2
2. Roles and responsibilities	2
3. Who to contact	4
4. Data protection	5
5. Safeguarding	5
6. Monitoring arrangements	5
7. Links with other policies	5

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 must be available between 8:30 am and 3pm.

If staff 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:
 - Learning will need to be provided to meet the needs of all pupils in the year group, including those with SEND and EAL;
 - In KS1, a minimum of 3 hours of learning will be needed, in KS2 this should be a minimum of 4 hours of learning;
 - Live learning will commence for pupils in KS1 at 9:30 and 9:00 for pupils in KS2;
 - EYFS recorded lessons will be available by 9:00 each day;
 - Learning will be available on Google Classroom (or Tapestry for EYFS);
 - Teachers should coordinate with others in their year group and across the key stage to ensure consistency of approach.
- Providing feedback on work:
 - Prompt feedback will be provided on all pieces of uploaded learning (this may be verbal or written);
 - Feedback on paper-based learning will be completed weekly. Parents should bring work into school at the end of each week.
- Keeping in touch with pupils who aren't in school and their parents:
 - Contact with each pupil should be made at least weekly. This should be via the telephone. Vulnerable, school-deemed vulnerable and SEND pupils will be contacted twice (once via their class teacher and once via the SENCO/Pastoral Lead);
 - Contact to be recorded in accordance with school expectations, including on MyConcern;
 - Any complaints or concerns shared by parents and pupils must be shared with the senior leadership team and a way forward discussed;
 - Any repeated non-engagement with learning or poor behaviour online will be dealt with via a telephone call in the first instance. Repeated non-engagement will be referred to the senior leadership team.
- Attending virtual meetings with staff, parents and pupils –
 - Staff must follow the staff code of conduct, including appropriate dress;
 - Two members of staff should be in live lessons where this is practical;

- Staff should work in a quiet location with little background noise. Care should be taken over the background of the video and this should be blurred or virtual as appropriate.

2.2 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, of high quality 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 and supporting with 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, or supporting planning;
- Alerting teachers to resources they can use to teach their subject remotely.

2.3 SENCO

- At least weekly check-ins with parents and pupils of SEND;
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent for pupils with SEND;
- Monitoring and supporting with the remote work set by 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 – non-teaching leaders have year groups assigned to them;
- Monitoring the effectiveness of remote learning –through regular meetings with teachers and subject leaders, reviewing work set, pop ins or through feedback from pupils and parents;
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations;
- The HT/DHT and SENCO have overall responsibility for remote learning.

2.5 Designated safeguarding lead

The DSLs are responsible for:

- Duties as outlined in the Safeguarding Policy and the COVID addendum to the Safeguarding policy.

2.6 Pastoral Manager

The Pastoral Manager is responsible for

- At least weekly contact with pupils classed as vulnerable or school-deemed vulnerable;
- Contact with outside agencies as appropriate for pupils subject to a Child Protection or Child in Need plan, and for those with Family Support Workers or Malachi.

2.7 IT staff

IT staff are responsible for: (NB this will be after school staff have exhausted their own skill set)

- 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.

2.8 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;
- 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 – including using the resources on the school website;
- Be respectful when raising any complaints or concerns known to staff.

2.9 School Improvement board

The 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 pastoral lead or DHT;
- Issues with IT – send a message to the IT helpdesk;
- Issues with their own workload or wellbeing – talk to their line manager;
- Concerns about data protection – talk to the HT;
- Concerns about safeguarding – talk to a DSL.

4. Data protection

4.1 Accessing personal data

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

- Use the appropriate weekly register in the staff shared drive.

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. 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;
- Ensure that antivirus software is updated;
- Keeping operating systems up to date – always install the latest updates.

5. Safeguarding

Please refer to the COVID addendum to the Safeguarding Policy found in the staff shared drive.

If parents have any concerns regarding safeguarding during online lessons these should be reported to a DSL at school immediately.

6. Monitoring arrangements

This policy will be reviewed as required by the Headteacher.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding and child protection policy and coronavirus addendum to our child protection policy
- Data protection policy
- Computing and e-safety policy
- SEND policy