



Remote Learning Policy

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

2.1 Teachers

When providing remote learning, teachers must be available between 8.45am and 3pm

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 –
 - The setting and notification of all work in line with the schools remote learning plans as detailed on English, Maths and Topic long term planning.
 - The school remote learning proforma details the amount of work which must be set, this is vital to ensure that children do not miss learning or fall behind their peers.
 - Work must be set immediately upon notification of a child's absence, or by no later than 9am on the first full day of absence.
 - Where a whole class is isolating work set should be set immediately and by no later than 9am on the first day of absence.
 - Work should be sent to children and their families by MarvellousMe.
 - In periods of whole class or school absence the class teacher must deliver:
 - Nursery: 3 x live sessions through Microsoft Teams per week.
 - Main school: 5 x live lessons through Microsoft Teams per week.
- Keeping track of children's work
 - Parents should be encouraged to upload evidence of their child's work to Tapestry or Purple Mash; staff will monitor this and acknowledge appropriately.
- Keeping in touch with pupils who aren't in school and their parents:
 - Staff will make contact as required, including where there is no evidence of work being completed or if they have any concerns.
 - Teachers should not respond to parental contact outside of working hours.
 - If a member of staff receives a complaint or concern from parents and pupils, these must be referred to the headteacher. If it is regards safeguarding, please see below.
 - Where children and families repeatedly fail to complete set work, teachers must refer them to the head teacher.
- Attending virtual meetings with staff, parents and pupils:
 - Staff, parents and pupils should be suitably and fully dressed.
 - Consideration must be given to the environment being used, i.e. no inappropriate language or backgrounds should be heard/visible on screen.

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➤ Staff who are not in school:

- Will lead on all the above.
- May be requested to undertake additional CPD to support their role or further their skills.
- Will lead on planning of future units in accordance with long term planning.
- Will complete relevant website updates.
- Will send planning for cover teachers (where relevant).
- Will support their in-school partner (where relevant).
- Will ensure subject hub responsibilities are up to date.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available in line with their usual working 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 assisting with remote learning, teaching assistants are responsible for:

➤ Supporting pupils and staff who are in school:

- Through preparation of resources
- As required by immediate and other class teachers across school.

➤ Conducting live interventions or support work as directed by class teachers or senior management.

➤ Attending virtual meetings with teachers, parents and pupils:

- Staff, parents and pupils should be suitably and fully dressed.
- Consideration must be given to the environment being used, i.e. no inappropriate language or backgrounds should be heard/visible on screen.

➤ Undertaking additional CPD

- As required, teaching assistants will be requested to undertake additional CPD to support their role when they return in to school.

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 monitoring of home learning plans on SharePoint.
- 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.
- Monitoring the effectiveness of remote learning – through monitoring of home learning plans on SharePoint, live teaching on Microsoft Teams and parental submissions through Teams, Tapestry or Purple Mash.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

- Monitoring any concerns raised by staff through CPOMs and reacting appropriately in line with the schools safeguarding Policy.

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- *Ensure any safeguarding considerations with regards home learning are appropriately assessed for risk.*
- *Ensuring parents and children have relevant e-safety information.*

2.6 IT staff: Alamo

Alamo staff are tasked with:

- *Fixing issues with systems used to set and collect work*
- *Helping staff and parents with any technical issues they're experiencing*
- *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.*
- *Complete work to the deadline sets by teachers.*
- *Seek help if they need it, from teachers or teaching assistants.*
- *Alert teachers if they're not able to complete work.*
- *Adhere to e-learning guidance and conduct expectations.*

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, to be proactive in seeking this support either by email to townville@townville.wakefield.sch.uk or through the school office.*
- *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 you have any questions or concerns about remote learning, you should contact the following individuals:

- *Issues in setting work – talk to Mrs Burden or Mrs Cooper*
- *Issues with behaviour – talk to Mrs Burden or Mrs Cooper*
- *Issues with IT – talk to Mrs Burden or Mrs Beverley who will facilitate a conversation with our IT support firm Alamo*
- *Issues with their own workload or wellbeing – talk to Mrs Burden or Mrs Cooper*
- *Concerns about data protection – talk to the Mrs Beverley or our Data Protection Officer.*
- *Concerns about safeguarding – talk to a member of the DSL team; Mrs Cooper, Mrs Burden or Ms Godber*

All of the above may be contacted through the school office: 01977554185

4. Data protection

4.1 Accessing personal data

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

- *Use a school issued laptop or device with appropriate software and encryption.*

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4.2 Processing personal data

Staff members may need to collect and/or share personal data such as e-mail 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
- Keeping operating systems up to date – always install the latest updates

5. Safeguarding

All staff must ensure they have a working knowledge of the schools current Child protection Policy. This can be accessed on the schools shared drive.

6. Monitoring arrangements

This policy will be reviewed at least bi-annually by Caroline Burden, Headteacher. At every review, it will be approved by the governing body.

7. 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
- Online safety policy

8. Appendices

- a. Home learning COVID response chart.

Policy created: Sept 2020

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