Crazies Hill
C.E. Primary School

Remote learning Policy

Committee Responsible: **Staffing & Curriculum**

Date of Next Review: **Autumn 2022**

Version	Date Reviewed	Changes	Date Approved
1	September 2020	New policy	

'A tree is known by its fruit, people by their actions' (based on Matthew 12 verse 33-5'. Our vision at Crazies Hill is that our 'fruit' will be children and adults who have the resilience to weather life's ups and downs, respect for themselves, others and their environment and the ability to build and maintain good relationships with all in their community. All our policies are written with this vision in mind.

Signed: Head Teacher   _____

Signed: Chair of Governors   _____

Contents

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 8.45 and 3.30

If unable to work for any reason during this time, for example due to sickness or caring for a dependent, this should be reported by contacting the Headteacher by 8.00 that day.

When providing remote learning, teachers are responsible for:

> Setting work –:

   o Planning a weekly plan with links to any resources needed.

   o A daily plan and any resources should be uploaded before 4.00 pm the day before)

   o Remote learning should take the average child the entirety of the usual learning day

   o Work should be uploaded onto Teams in files for the class team.

   o Normal PPA arrangements will be in place.

   o Online learning will be interspersed with paper based tasks to avoid prolonged screen use.

> Supporting pupils

   o The expectation is that you will have at least two daily face to face TEAMS meetings with the class.

   o Times for meetings are set on the daily planner.

   o These meetings can be direct teaching, introducing a task you would like the children to do, reading a story and or providing feedback.

   o In between meetings teachers are expected to be available to check queries that children raise about their learning

   o If you need to meet with an individual child to support them you must have an additional adult in the meeting

   o It is not the expectation to make contact with pupils who have not attended sessions but their names should be provided to the Headteacher to follow up.

   o Messages from parents and pupils within Teams should only be answered in the normal working hours.

   o A response to a complaint or concern raised by a parent should be shared with the Headteacher

- Safeguarding concerns such a seeing a child with an injury, seeing a worrying interaction or a child making a disclosure should be entered on CPOMS on the same day.
- If a child is disruptive in a meeting. The child should be given a warning that they will no longer be able to take part in the session. If it continues the child should be removed from the meeting and this information shared with the Headteacher who will contact parents.
- Parents of children who regularly do not complete the tasks set will be contacted by the Headteacher to check there are no unknown barriers and re-establish the expectations.
- Key worker and vulnerable children will be supported within school if possible. They will access identical resources to those learning at home

- Providing feedback on work –:
  - The expectation is for children to upload completed documents or photographs onto Teams and for teachers to provide short constructive feedback remembering it should be motivating, meaningful and manageable
  - Feedback on completed work should be completed within the same week
  - Queries outside the allocated time must not be answered
- Etiquette for face to face meetings
  - Teachers should be dressed in the manner they dress when they are at work
  - If meeting from home a neutral space should be chosen and if possible the background should be blurred.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between their normal 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:
- Working with the class teacher in providing remote support to small groups of children who usually work in guided groups
- In school supervising the remote learning of key worker and vulnerable children
- Etiquette for face to face meetings
  - Teaching Assistants should be dressed in the manner they dress when they are at work
  - If meeting from home a neutral space should be chosen and if possible the background should be blurred.

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:
- Monitoring 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
- Alerting teachers to resources they can use to teach their subject remotely

2.4 Head Teacher

Alongside any teaching responsibilities, senior leaders are responsible for:

> Co-ordinating the remote learning approach across the school –

> Monitoring the effectiveness of remote learning – by communicating with parents and pupils and sampling planning and outcomes

> explain how they'll do this, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents

> contacting parents of pupils who have not attended sessions or have not completed work to a satisfactory standard

2.6 Designated safeguarding lead

The DSL is responsible for:

> Monitoring entries for CPOMS

> Make weekly contact with vulnerable families

> Contact external agencies to support families and children

> Make referrals if necessary

2.7 Operations Manager

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

> Responding to parents and staff who are experiencing technical issues. This may be by liaising with the school's remote support team

> 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'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

> Be respectful when making any complaints or concerns known to staff

> Communicate within the set school hours

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 head teacher

> Issues with IT – talk to Operations Manager

> 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

4. Data protection

4.1 Accessing personal data

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

> Only use the devices provided by the school. TA access

> Ensure that privacy is maintained when sensitive information is accessed. Make sure that they are not accessed in a public place and devices are locked when unattended.

4.2 Processing personal data

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 with a strong password

> 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

The safeguarding policy has been updated to reflect the change in learning provision

6. Monitoring arrangements

This policy will be reviewed as new guidance is published by the Department for Education. This is will be carried out by the Senior Leadership Team. At every review, it will be approved by the Sand C committee of the Local Governing Body.

7. Links with other policies

This policy is linked to our:

> Behaviour policy

> Safeguarding policy

> Data protection policy and privacy notices

> Home-school agreement

> ICT and internet acceptable use policy

> Online safety policy