




Our vision is **to enable children to become lifelong learners by creating a safe and inclusive learning environment that nurtures individuality and enhances potential**

Our values:

- **We're imaginative** - we're creative thinkers and doers
- **We're curious** - we encourage inquisitiveness and risk taking
- **We're proud** - we take pride in our school and want everyone to succeed
- **We're courageous** - we understand that we learn from our mistakes
- **We're original** - we celebrate difference

Remote Learning Policy

Updated on:	
September 2020 January 2021	

Date agreed by Governing Board/Headteacher 7 th September 2020 28 th January 2021	Signature of Chair / Vice Chair of Governing Board or Headteacher 
Date agreed for review July 2021	Frequency of Review Annual / 2-year cycle / Three-year cycle
Responsibility for Review	Governing Board/Headteacher



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

Roles and responsibilities

2.1 Teachers

- When providing remote learning, teachers must be available between 9am and 3.30pm.
- 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;
- Non-class-based teachers and HLTAs, where possible, will be asked to provide additional lessons to supplement learning for each class in the form of assemblies, PE lessons, outdoor learning sessions, focussed support for SALT, EAL
- For your own class,
- Staff will be expected to provide work to cover the normal school day 9-12 and 1-3.30 pm elements of the day will be live lessons/meetings/quizzes with the children- at least one maths and English/topic session per day
- Work would be expected to be available by 9am each morning and afternoon work set before leaving the school site each day
- Work will be uploaded into your Google Classroom
- Please ensure learning follows your year groups curriculum plans that have been shared with staff and can be located on the school drive
- Some differentiated work may be needed- break out rooms may be used for focussed support
 - Providing feedback on work;
- Children may be asked to submit work in your virtual classroom
- You may feedback individually or use feedback with the whole as a learning opportunity- please use a mixture of both- work will not be marked individually
 - Feedback would be given each day to pupils to replicate a school day

Keeping in touch with pupils who aren't in school and their parents --:

- A daily register will be taken at the beginning of each day
- Each week please ensure you have had contact with all children in your class. If the children are not engaging with online learning you must engage with the parents to find out how we can help. Any families who you are unable to contact must be reported to the Head teacher/Deputy Head teacher/ School Office and Learning Mentor

- Please set clear boundaries with pupils and parents that you will not respond to emails, questions outside of working hours)
- If you receive any complaints or have any safeguarding concerns please contact the Head Teacher via phone call, in person and follow up with an email

Attending virtual meetings with staff, parents and pupils – cover details like:

- Please ensure you are dressed appropriately for any meetings, as you would if you were in school
- During live lessons/meetings and recorded sessions please be mindful of your environment, think about what can be seen, the noise, who else can be seen or heard

2.2 Teaching assistants

- When assisting with remote learning, teaching assistants must be available between your normal working hours.
- If you are unable to work for any reason during this time, for example due to sickness or caring for a dependent, please 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 –:
 - Supporting teachers to enable all pupils to access learning
 - Call children who are not engaging
 - You may be asked to video support for individual children to help them access learning- this should always be done with another adult in the room
 - You may be asked to supervise key worker/vulnerable pupils who have to attend school
- Attending virtual meetings with teachers, parents and pupils – :
 - Please ensure you are dressed appropriately for any meetings, as you would if you were in school
 - During live lessons/meetings and recorded sessions please be mindful of your environment, think about what can be seen, the noise etc

2.3 Subject leads

- Alongside their teaching responsibilities, subject leads, including the Inclusion Leader, 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 – 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 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

2.5 Designated safeguarding lead

- The DSL is responsible for:
- Following up on any Safeguarding concerns that are raised.

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're 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're not able to complete work
- Staff can expect parents with children learning remotely to engage in learning and support the school with behaviour management
- 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

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 Inclusion Lead
- Issues with behaviour – talk to Deputy or Head teacher
- Issues with IT – talk to Alva (IT consultant) and School Office
- Issues with their own workload or wellbeing – talk to Deputy or Head Teacher
- Concerns about data protection – talk to Alva/Tuija (Admin, HR & Finance Officer)
- Concerns about safeguarding – talk to Head (DSL)

4. Data protection

4.1 Accessing personal data

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

- access the data on a secure cloud service or a server in your IT network
- Please use your work 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. 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
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates
- Only using an encrypted memory stick provided by the school to transfer data

5. Safeguarding

- Please follow the school's Safeguarding Policy. Please remember if you have a concern to report it and never think 'it can't happen here'

6. Monitoring arrangements

This policy will be reviewed by the Headteacher and Governing Board annually.