

# The Littletons CE First School



## Remote Learning Policy

Approved by: [Name] Date: [Date]

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## Contents

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

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## 1. Aims

This remote learning policy for staff aims to:

- › Ensure consistency in the approach to remote learning for pupils who are unable to attend 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 will be working hours in line with their normal working hours/days.

If teachers 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
  - For the class
  - A video with new learning/revised learning for English, Maths and one additional topic area - available daily. The videos will be posted on Class Dojo / Microsoft Teams and recorded so that they can be accessed by parents/children at different times. These are not 'live' broadcasts.
  - Independent tasks to secure learning
  - A daily face to face live interactive session when the teacher will be available to talk to the children/parent and answers questions/give feedback on learning. This will be in pre-organised groups and where possible, at the same time every day so that children and parents know when to join in if they can
  - Learning packs for children with limited access to online learning, available for collection from the School Office. Teachers/teaching assistants will make contact with these children via telephone, where possible, daily
- › Providing feedback on work:
  - Pupils will upload their work to Class Dojo or return their work to school (if they cannot access the internet), where possible
  - Teachers will provide feedback in line with normal classroom procedure

- Feedback may be given during the live interactive face to face session if appropriate
- Keeping in touch with pupils and parents who aren't in school due to a lockdown situation:
  - Contact with pupils should be daily unless a teacher is covering a key worker group in school (this will be avoided whenever possible with key worker children covered in school by Teaching Assistants)
  - Emails/messages from parents should be answered within working hours and not at the weekend
  - Any complaints should be shared with the headteacher, any safeguarding concerns with the DSLs of the school – Helen Brambani, Sally Foxall, Carol Bushell
  - Children failing to behave in an online session should be issued with a warning that they will not be able to attend. Any subsequent misbehaviour will result in the withdrawal of online access and materials will be available for the parent to collect from school
  - Children/families who fail to engage should be contacted by other means – telephone/email to find out why
- Attending virtual meetings with staff, parents and pupils:
  - In line with the Acceptable Use Policy
  - Considering the location (e.g. avoid areas with background noise, nothing inappropriate in the background)

## 2.2 Teaching Assistants

If there is a lockdown and teaching assistants are not required to isolate, they will be required to support key worker children in school allowing teachers to focus on remote learning. Teaching assistants will be expected to work their usual working hours.

If teaching assistants are not required in school they must be available during their normal working hours to support remote learning.

When assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely under the direction of the Class Teacher eg
  - Which pupils they'll need to support
  - How they should provide support
- Teaching assistants could be asked to support the class teacher with responding to 'posts'
- Teaching assistants could be asked to contact families who are not engaging by telephone. This should be done from school where possible.

If a teaching assistant is 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.

## 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, who need support, 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 a reasonable workload is considered for both teachers and pupils

- › Monitoring the remote work set by teachers in their subject – through regular staff meetings
- › Alerting teachers to resources they can use to teach their subject remotely eg Oak Academy

## **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 staff 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:

Co-ordinating any child protection/safeguarding issue arising in line with School's Safeguarding and Child Protection Policy

## **2.6 IT staff**

IT staff are responsible for:

- › Fixing/reporting 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– this will not require parents/children to necessarily be available on line to attend the remote learning sessions as this may not be practicable in all circumstances. Eg sharing one device between three children. However, school would expect parents to post work regularly, respond to a Class Dojo message in a timely way, communicate with school if a child is ill and cannot do the tasks. Staff will contact parents by telephone where necessary
- › Complete work as far as possible 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
- › Be respectful when making any complaints or concerns to staff
- › Respect the times staff are available remotely – staff will respond as soon as they are able

## **2.8 The Local Academy Board (LAB)**

The LAB 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
- › Ensuring staff well-being is monitored

### **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 senior staff
- › Issues with IT – talk to IT staff
- › Issues with their own workload or wellbeing – talk to the headteacher
- › Concerns about data protection – talk to the headteacher or data protection officer – Claire Roberts DoWMAT
- › 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:

- › Use school laptops only
- › Password protect and documents with personal information on

#### **4.2 Processing personal data**

Staff members may need to collect and/or share personal data, they will protect this 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
- › 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. The device needs to be shut down when travelling between school and home.
- › 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

### **5. Safeguarding**

Please refer to

- Safeguarding and Child Protection Policy
- Acceptable Use Policy

## **6. Monitoring arrangements**

This policy will be reviewed annually unless there are changes to DfE guidance

## **7. Links with other policies**

This policy is linked to our:

- Behaviour Policy
- Safeguarding and Child Protection Policy
- Data Protection Policy and Privacy Notices
- Home-School Agreement
- ICT and Internet Acceptable Use Policy
- Online Safety Policy