

Remote learning policy

North Marston C of E School



Approved by:	Governing Body	Date: October 2020
Last reviewed on:	March 2021	
Next review due by:	Annually – or as new guidance is provided	

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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 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 will be available via email during their school working hours and days. For full time teaching staff that will be 8.45-12 and 1-3.30pm.

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they will report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

- Setting work –
 - Provide a week of work for their class, or the lessons that they teach if they are part time.
 - Work will be uploaded onto Microsoft Teams on the Friday prior to the following week
 - Parents to be sign posted to online support and resources where appropriate
- Providing feedback on work -
 - Pupils to upload work to TEAMS for feedback
 - Teachers to email feedback if required
 - Teachers will respond to emails during their school working hours and certainly within 24 hours.
- Keeping in touch with pupils and parents -
 - Teachers will host a weekly year group TEAMS meeting
 - Teachers will make a weekly home phone call in school and in the presence of another member of staff. When speaking to a child, then the phone call must also be via speaker phone. This is for safeguarding reasons.
 - If the pupil is struggling with the work set, or the parent is encountering difficulties, then the parent is encouraged to contact the teacher as soon as possible, so that appropriate support can be discussed, offered and arranged.

2.2 Teaching assistants

During a Lockdown situation, where appropriate, teaching assistants would be required to be part of the rota system for cover support in school.

Teaching assistants are not required to support remote learning.

2.3 Curriculum coordinators

Alongside their teaching responsibilities, curriculum coordinators 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 – Mrs. Kent will lead this.
- › Monitoring the effectiveness of remote learning –such as through regular meetings with teachers and subject coordinators and reviewing work set.
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations – Mrs. Gouldstone will lead this.

2.5 Designated safeguarding lead

The DSL/ADSL (Mrs. Gouldstone / Mrs. Kent) are responsible for:

Maintaining contact, collating, passing on information and responding to any concerns. (See the COVID-19 amendments to the Child Protection Policy)

2.6 Pupils and parents

Staff can expect pupils learning remotely to:

- › 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.

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 parents have any questions or concerns about remote learning, they should contact the child's class teacher via their school email address.

If parents have any safeguarding concerns they should contact Mrs. Gouldstone or Mrs. Kent.

4. Data protection

4.1 Accessing personal data

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

- › Only use their school laptop.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of data applies to our functions as a school and doesn't require explicit permissions.

While this may be necessary, 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
- › Making sure the device locks if left inactive for a period of time
- › Not sharing the device among family or friends
- › Ensure the antivirus software is up to date.

5. Safeguarding

Please find the Child Protection Policy on the website, with the COVID-19 amendments.

6. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government. At every review, it will be approved by Mrs. Gouldstone, Mrs. Kent and Chair of Governors (Mrs. Smedley)

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