# Walverden Primary School

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# Remote Learning POLICY

Issue date: 23rd September 2020

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| **Approved by:** | Humma Ahmed | **Date:** | 23/9/20 |
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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 must be available between 8.30pm and 3.45pm.

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:

This could include:

- Setting work:
    - For the children whom they teach
    - The amount of work given will be as set in the full timetable for each class.
    - The work needs to be set on ClassDojo for 9am.
    - Work should be uploaded onto Class Dojo, a recording of what needs to be covered should be shared with children on a daily basis.
    - The staff should coordinate this with their partner teacher and their teaching assistants if needed. This is to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work
- Providing feedback on work –:
    - The children will be expected to upload their work onto Class Dojo daily.
    - Staff will share feedback through commenting on their work on Class Dojo.
- Keeping in touch with pupils who aren't in school and their parents –:
    - Teachers to make regular contact, through the use of ClassDojo and phone calls if necessary. .

- Teachers will answer emails from 8.45 until 3.45pm. there will be dedicated time slots shared with parents during the day where teachers can answer queries etc. Teachers are not expected to answer emails outside of working hours.
- Any complaints from parents or pupils should be redirected to the Headteacher.
- If pupil isn't completing work then in the first instance a message should be sent via ClassDojo. If they still do not then the teacher needs to make contact via the phone. If this is not possible then this needs to be passed onto the Office staff and they will pick it up.

- Attending virtual meetings with staff, parents and pupils -:
  - Dress code- please ensure that you follow the school dress code when attending any virtual meetings with staff, parents and children.
  - Locations -avoid areas with background noise, nothing inappropriate in the background.

If teachers will also be working in school, the teaching assistants will be uploading the work onto Class Dojo. See the remote learning contingency plan.

### 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between their working hours as on their contract.

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 who aren't in school with learning remotely –:
  - Pupils to be identified by SLT/Classteacher
  - How they should provide support-this will be dependent on the child eg. Phone call , email.
- Attending virtual meetings with staff, parents and pupils -:
  - Dress code- please ensure that you follow the school dress code when attending any virtual meetings with staff, parents and children.
  - Locations -avoid areas with background noise, nothing inappropriate in the background.

### 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 at 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 – Humma Ahmed.

- Monitoring the effectiveness of remote learning – this will be done 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:

See Safeguarding Policy.

### 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:

- 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 body

The governing body 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 Nicki Blundell, Rachel Bridges, Graham Donnan, Samantha Agar or Humma Ahmed.
- Issues with IT – talk to Michael Dugdale or Charlotte Wildman.
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer- Catherine Turner
- Concerns about safeguarding – talk to the DSL- Humma Ahmed/Graham Donnan/Shaista Arshad/Jayne Kitching.

4. Data protection

### 4.1 Accessing personal data

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

- Staff members can access the data required by contacting one of the Office team who will provide the data through secure email.

### 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as [such as email addresses and phone numbers] 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

Talk to your data protection officer-Catherine Turner for more help, and Michael Dugdale if you want to include details on how to put these measures in place.

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

## 5. Safeguarding

See Safeguarding Policy

## 6. Monitoring arrangements

This policy will be reviewed annually by the Governing Body. At every review, it will be approved by the Full 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