Remote Learning Policy

Shotley Bridge Primary School

Approved by:	Chair of Governors	**Date:** November 2020
Last reviewed on:	November 2020	
Next review due by:	January 2021	

1. Aims

This remote learning policy for staff aims to:

Ensure consistency in the approach to remote learning for pupils when year groups are 'closed' and children are at home.

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 between 0900 and 1500.

(If they 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 their own class and/or year group bubble.

- o Reception – Daily Number, English activity plus phonics and a PE activity
- o KS1 – Daily Number, English and phonics activity plus 1 core subject and 1 PE activity
- o KS2 - Daily Number, English and phonics activity plus 1 core subject and 1 PE activity
- o All children will be expected to undertake daily reading activities which are age appropriate.
- o Work needs to be available each day by 0900
- o Where work should be uploaded teachers to use (Teams/Seesaw remote learning platform)
- o Please ensure that teachers liaise with their yeargroup partner including those teaching in school, 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:

- o Pupils will be required to submit work via the school email address or via Teams/Seesaw
- o Staff are expected to share feedback with pupils via email (Eduspot) or Teams/Seesaw.

› Keeping in touch with pupils who are not in school and their parents/carers:

- o Regular daily contact should be made if the child is well, via Teams/Seesaw. Teaching Assistants/School Admin staff will telephone families if contact has not been made by teacher.
- o SBPS does not expect staff to answer emails outside of working hours.
- o Safeguarding concerns need to be shared with DSG as normal and added to CPOMS as necessary.

› Attending virtual meetings with staff, parents and pupils:

- o Dress code – as per usual expectations
- o Locations- ensure meetings are held in confidence without interruption.

In addition, guidance from the UK Safer Internet Centre on safe remote learning includes detailed advice on live, online teaching, and the safeguarding guidance from London grid for learning (LGfL) includes platform-specific advice.

2.2 Teaching assistants

When supporting remote learning, teaching assistants must be available between 0900 -1500.

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 supporting remote learning, teaching assistants are responsible for:

Supporting class teachers in contacting pupils via telephone who are not present in remote learning situations.

Support in creating resources for individuals, under teacher direction, which can be shared via Teams/Seesaw

Attending virtual meetings with teachers, parents and pupils:

- o Dress code – as per usual work expectations
- o Locations- ensure meetings are held in confidence without interruption.

2.3 Subject leads (including SENDCO)

Alongside their teaching responsibilities, subject leads are responsible for:

Considering whether any aspects of the curriculum need to change to accommodate remote learning and to meet the needs of individual children

Consider how approaches to remote learning are integrated into the wider curriculum design

Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are reasonable and age-appropriate

Monitoring the 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

Understanding how approaches to remote learning are integrated into the wider curriculum design

Monitoring the effectiveness of remote learning – explain how this will be done, such as through regular meetings with teachers and subject leaders, reviewing work set or using 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 ensuring staff are familiar with the SBPS Safeguarding policy.

2.6 IT staff / Computing lead

IT staff are responsible for:

Fixing issues with systems used to set and collect work

Helping staff and parents with any technical issues they may experience

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

Complete work to the deadline set by teachers

Seek help if they need it, from teachers or teaching assistants

Alert teachers if they are unable 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 and timely when making any complaints or concerns known to staff following usual school procedures.

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 and is integrated into the wider curriculum design

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:

Issues in setting work –relevant subject lead or SENDCO

Issues with behaviour –SLT

Issues with IT –IT staff /Computing leader

Issues with their own workload or wellbeing – Head teacher

Concerns about data protection –data protection officer

Concerns about safeguarding –DSL

4. Data protection

4.1 Accessing personal data

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

Access the data, such as on a secure cloud service or a server in the school IT network

4.2 Processing personal data

Staff members may need to be supplied with personal data, such as email addresses, as part of the remote learning system.

Staff are reminded to collect as little personal data as possible online and to use school communication systems, not personal details or devices.

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

5. Safeguarding

Staff are familiar with SBPS Safeguarding Policy

6. Monitoring arrangements

This policy will be reviewed termly by SLT. At every review, it will be approved by current Chair of Governors

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