**Remote learning policy**

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| Written by | JS/SH |
| Date for review | November 2020 (monthly to ensure protocols work) |
| Signed by Headteacher | C:\Users\hmor2507\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\TN814CTG\IMG_19601.JPG |
| Signed by SLT |  |
| Review dates confirmed |  |

**Mission: Come as you are. Leave at your best**

# **1. Aims**

This remote learning policy for staff aims to:

* Ensure immediate access to remote education
* 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**

Remote learning is the responsibility of all staff to ensure that pupils who are absent from school are provided with resources and guidance to be able to continue to learn whilst not in school. The strategic ICT lead Miss S Hollywood is responsible for coordinating the google classroom access where all pupils can access online learning from school.

Teachers are responsible for following the school remote learning protocols and will liaise with office staff regarding pupil absence to ensure that remote learning is sent immediately if a child is absent from school. All teachers have home contact emails and will ensure that parents are clear about their responsibilities in ensuring that their child completes work at home.

**Teachers**

If a teacher is working from home they may be required to provide remote learning and must be available during normal working hours of the school day.

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 and an arrangement of working hours will be agreed with the headteacher.

When providing remote learning for pupils, teachers are responsible for:

* Setting work – following current teaching and curriculum areas
* Providing a guidance timetable for parents and pupils to follow
* Work sent home should be regular with suggested return date/time
* Where work could be uploaded (e.g. school website, remote learning platform) – cover any instructions for doing this
* How and when feedback would be provided after marking and reading work
* How they should co-ordinate with other teachers, to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work

Teaching staff are also expected to keep in touch with pupils who aren’t in school and their parents – Experience tells us that this contact promotes positive relationships

This could be via email or the occasional phone call home

* There is no expectation that teachers contact pupils and parents outside normal working hours. Teachers are advised to set aside time on a specified day to make contact.
* Any complaints or concerns shared by parents and pupils will be dealt with promptly in the normal way for New York Primary School.
* Where a pupil fails to complete work, the teacher will make contact to establish why and if it felt that the pupil is well enough they will be encouraged to do so. A conversation with parents may be necessary and a member of senior leadership can become involved
* Where it is necessary to attend virtual meetings with staff, parents and pupils normal school protocols of dress and professionalism apply including the location and background of what can be seen on screen.
* Appropriate location must also be considered to avoid areas with background noise and ensure that there is nothing confidential in the background
* Parents will also be requested to ensure that they have appropriate background and noise levels where virtual meetings or lessons take place.

If teachers are working in school and providing remote learning, the senior leadership team will endeavour to allocate time for staff to work on the remote provision. Where technology in school and at home is set up to enable streaming lessons or activities this will be accessed.

**Teaching Assistants**

When assisting with remote learning, teaching assistants are responsible for supporting teachers by covering groups of pupils in school to allow teachers to oversee remote work for pupils not in school.

**Subject leads**

Alongside their teaching responsibilities, subject leads are responsible for:

* Considering whether any aspects of the subject curriculum needs to change to accommodate remote learning
* Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
* 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 and signposting teachers to resources they can use to teach their subject remotely

**Inclusion/SEND**

Teachers should ensure that work is accessible and challenging as required for all learners when setting online tasks.

* Teachers can seek advice from the SENDco, Mrs J Potter, for support with remote ideas for our more vulnerable pupils.
* SENDCo will maintain contact with pupils providing regular support, by email or phone with parents/learners and feedback to teachers. Teachers will also keep in touch with families and pupils.

**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 by standing agenda items at staff meetings and additional teacher meetings where necessary. Remote work scrutiny and parent and pupil feedback surveys will also inform the quality of remote provision
* Monitoring the security of remote learning systems, including data protection and safeguarding considerations. Strategic IT lead Miss Hollywood and Designated Safeguarding Lead Mrs Shaw and GDPR officer Mrs K Dunn will monitor these areas and take necessary action.

**Designated safeguarding lead**

There is a team of Designated safeguarding staff. Mrs J Shaw is the safeguarding lead.

In the event of a pupil or groups of pupils needing to isolate or be absent from school, pupils, parents, carers and teachers are reminded of the school’s Child Protection and Safeguarding Policy particularly in relation to online interaction.

**IT**

School has protocols in place for reporting issues and requesting support from the IT solutions team. In addition teachers and members of the IT team can support and guide parents where they are experiencing IT issues that prevent remote learning. School staff will also

* Assist pupils and parents with accessing the internet or devices
* Report concerns regarding the security of remote learning systems and flag any data protection breaches to the data protection officer

**Pupils and parents**

Staff can expect pupils learning remotely to:

* Be contactable during the school day according to the remote learning timetable
* Complete and submit work to the deadline set by teachers
* Seek help if they need it, from teachers or teaching assistants
* Contact 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 too ill to complete work
* Seek help from the school if they need it
* Use the signposted sites for learning that pupils access in school
* Use the OAK Academy / 2 Simple Purple Mash / BBC Bite Size / BBC Teach / White Rose Maths / Espresso Discovery Education videos that have been signposted and included in the remote learning for their child
* Make use of Doodle Maths / Accelerated Reader / Reading Plus / 2 Simple Purple Mash & Mini Mash / Doodle Tables / Espresso Discovery Education
* Be respectful when making queries or concerns to staff

**Governors**

The governing body:

* 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

# **Data protection**

**Accessing personal data**

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

* How they can access the data, such as on a secure cloud service or a server in your IT network
* Which devices they should use to access the data – if you’ve provided devices, such as laptops, make staff use these rather than their own personal devices

**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 and ensure that backgrounds do not identify any personal detail.

**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
* Follow Acceptable Use policy

# **Monitoring**

This policy will be reviewed monthly initially to ensure that we have remote learning standards right and in accordance with The Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction. Changes to improve will be implemented as appropriate and the new policy will go before the next scheduled governors meeting for approval.

# **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



