

Remote learning policy

Gobowen Primary School



Contents

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

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

- › Pastoral: All Teaching Assistants linked to that class
- › SENCO: Mrs C. Jones
- › Subject leads
- › Teachers
- › Office staff updating contact details

2.1 Teachers

When providing remote learning, teachers must be available between 8:45 – 4:00pm

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

When providing remote learning, teachers are responsible for:

- › Setting work:
 - To provide work for the whole class. Work will need to be differentiated for high, middle and low ability children.
 - Daily lessons are to take place, and all teachers must follow their weekly timetable ensuring consistent coverage of all subjects.
 - Work needs to be set by 3:00pm before the next day e.g. Work for Monday needs to be set on Friday, work for Tuesday needs to be set on Monday.
 - Work should be uploaded to classroom Dojo or on the class webpage
- › Providing feedback on work:
 - Pupils can take pictures of their work and upload them to classroom Dojo or attach a document
 - Feedback for children on their work will be completed once a week for each individual child
 - Feedback will need to be completed by the end of the week.

➤ Keeping in touch with pupils who aren't in school and their parents:

- Contact is a two-way process. The parent/pupil can use classroom Dojo to contact the teacher during working hours. However, the teacher will do their best to get back to parents and pupils in the same day, but this may not always be possible.
- Teachers are not expected to answer dojo messages from parents/pupils outside of working hours.
- Any concerns by parents must be shared with the teacher who will pass on the information to Headteacher/Deputy.
- Any parents wishing to complain, must follow the complaints procedure which is available on the school website.
- If a child fails to complete their tasks, then teachers are to contact their parents via classroom Dojo to ask for that task.

➤ Attending virtual meetings with staff, parents and pupils:

- Staff will dress professionally when in virtual meetings.

If the class teacher is in a virtual meeting in school, then the Teaching assistant for that class will take responsibility for supporting the remote learning.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8:45am – 3:00pm

If they're unable to work for any reason during this time, for example due to sickness, 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:
 - The teacher will advise the T.A. which child to support.
- Attending virtual meetings with teachers, parents and pupils:
 - Staff will dress professionally when in virtual meetings.

2.3 Subject leads

The SENDCO will monitor the quality of support for children on the SEN register. The SENDCO will work with teachers if they require support.

Alongside their teaching responsibilities, subject leads are responsible for:

- Monitoring the quality of work produced by children every 6 weeks, similar to a book scrutiny.
- 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:

- Mr. Lawson, the Deputy headteacher, will co-ordinate the remote learning approach across the school
- Monitor the effectiveness of remote learning – such as 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:

Mr Walsh, the Headteacher, will oversee safeguarding concerns.

The Safeguarding Policy is available on the school website and in the staffroom.

2.6 IT staff

Mr. Lawson is responsible for:

- › Assisting staff with fixing issues with systems used to set and collect work
- › Help staff with any technical issues they're experiencing
- › Review the security of remote learning systems and flagging any data protection breaches to the data protection officer

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 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 staff have any questions or concerns about remote learning, they should contact the following individuals:

Here are some suggested issues and the most likely points of contact, but adapt and add to this as needed:

- › Issues in setting work – talk to the relevant subject lead or SENCO
- › Issues with behaviour – class teacher to deal with behaviour unless the Head needs to be involved
- › Issues with IT – Mr. Lawson
- › Issues with their own workload or wellbeing – talk to the Headteacher

- › Concerns about data protection – talk to the Headteacher/Deputy
- › Concerns about safeguarding – talk to the one of the many DSL

4. Data protection

4.1 Accessing personal data

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

- › Gain access to data from the school office
- › Will use a laptop or iPad that is provided by the school

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as [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.

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
- › Installing antivirus and anti-spyware software
- › Keeping operating systems up to date – always install the latest updates

5. Safeguarding

Please see the 2020 Safeguarding policy located on the school website and in the staffroom.

6. Monitoring arrangements

This policy will be reviewed every 2 years by the Headteacher/Deputy.

7. Links with other policies

This policy is linked to our:

- › Behaviour policy
- › Child protection policy
- › Data protection policy and privacy notices
- › Home-school agreement
- › ICT and internet acceptable use policy
- › Online safety policy

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