

**Ardleigh St. Mary's Church of England
(Voluntary Controlled) Primary School**



Our School is a Christian place where children come to learn more about themselves and the world and where they will develop a lifelong love of learning.

Remote Learning Policy

December 2020

Review Date: Owing to the ever-changing Covid-19 situation, this policy will be reviewed and amended as and when required in line with government and local authority guidance for schools

Contents

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

1. Definition of Remote Learning

The term 'remote learning' refers to learning which is happening outside of school. There are two situations where remote learning will be required to take place:

- 1) A whole class is unable to be in the school building.
- 2) Individuals or small groups of children/adults are unable to be in the school building because they are self-isolating. Children and staff will not be expected to complete work if they are unwell.

2. Aims

This remote learning policy 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

3. Roles and responsibilities

1. Teachers

When providing remote learning, teachers should be available during their usual working hours.

If they're unable to work for any reason during this time, staff should report this to the Senior Leadership Team. Examples where staff may not be able to work their usual working hours may be sickness or caring for a dependent.

When providing remote learning, teachers are responsible for:

Setting work

- In EYFS, the platform Tapestry and Google For Education will be used and in classes 1 – 6, Google For Education will be used.
- Where possible, teachers will provide work for the children that they usually teach and provide work in the subjects that they usually teach.
- The quantity of work set will mirror a typical school day. Where possible, the content of the work will also mirror what is happening in school.
- Teachers should schedule work to be uploaded to Google For Education by 9:00am, at the latest, each day.
- Where possible, teachers should record videos/voice recordings to support children and parents in understanding the tasks.

- Those children who do not have access to devices will be provided with the necessary equipment and resources to complete their work.

Providing feedback on work:

- It is important that children know that teachers value the effort that they are putting in at home. Children's work should be responded to with a written or verbal comment. Where advice is given to improve a piece of work or to complete corrections, teachers should ensure that children will be able to understand the advice and act upon it.
- Teachers should respond to work during their normal working hours and replies should not be posted after 6pm.

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

- Where an individual or small group of children is off school owing to self-isolation, teachers should aim to make contact once a week.
- Where a whole class is off school for an extended period of time and children are completing and submitting work, teachers should where possible make contact every two weeks by making a telephone call.
- Where a whole class is off school for an extended period of time and children are not completing and submitting work, teachers should make contact within the first couple of days to ensure that families are receiving sufficient support from the school.
- Phone calls to families should take place between 9:00am and 5:00pm.
- Emails to the school office from parents will be forwarded to staff between 8:30am and 4:00pm.
- Any complaints or concerns shared by parents and pupils will be responded to by a phone call rather than by email.

Attending virtual meetings with staff, parents and pupils

- Dress code for meetings with parents and pupils should be according to the Staff Code of Conduct
- Avoid areas with background noise and with a neutral background where possible. Following school guidance and procedures where there are concerns about safeguarding
- Dress code for staff meetings is smart-casual

2. Teaching assistants

When assisting with remote learning, teaching assistants should be available during their usual working hours.

If they're unable to work for any reason during this time, staff should report this to the Senior Leadership Team. Examples where staff may not be able to work their usual working hours may be sickness or caring for a dependent.

When assisting with remote learning, teaching assistants may be asked to: Support teachers in the preparation of lessons and/or support pupils who aren't in school with learning remotely

- Using an online learning platform to complete activities with identified children. Activities may include, phonics speed sounds sessions, listening to children read, playing a maths game or carrying out an intervention as outlined in One Plans.
- Supporting teachers with making phone calls to families
- Attend virtual meetings with other teaching assistants, teachers, parents and pupils
- Dress code according to the Staff Code of Conduct
- Avoid areas with background noise and with a neutral background where possible
- Complete online training as directed by SLT

All staff are expected to follow school guidance and procedures where there are concerns about safeguarding.

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
- Monitoring the remote work set by teachers in their subject through meetings with teachers or by reviewing work set by being added as a co-teacher. Is the work appropriate and consistent?
- Alerting teachers to resources they can use to teach their subject remotely

4. Senior leaders

Alongside any teaching responsibilities, senior leaders are

- responsible for: Co-ordinating the remote learning approach across the school
- Co-ordinating remote learning for all classes when members of staff are unwell or are unable to work Monitoring the effectiveness of remote learning through discussions with subject leaders
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

5. Designated safeguarding lead

The DSL is responsible for carrying out procedures and practices as detailed in the school's safeguarding policies which can be found on the [school website](#).

6. 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:

- Work with the school to support their child to access the work being set by staff Make the school aware if their child is sick or otherwise can't complete work
- Seek help and support from the school if they need it
- Be respectful when making any complaints or concerns known to staff

7. 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

8. Who to contact

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

- Issues with behaviour – talk to the Headteacher (Ms Parker)
- individuals: Technical issues in setting work – talk to the Deputy Headteacher (Mr Kempster)
- Issues with ICT – talk to the subject lead for computing (Mr Kempster)
- Issues with their own workload or wellbeing – talk to the Headteacher (M Parker)
- Concerns about data protection – talk to the Data Protection Officer (Ms Parker)
- Concerns about safeguarding – talk to the Designated Safeguarding Lead (Ms Parker or Mr Kempster)

9. Data Protection

1. Accessing personal data

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

- Access families' contact details via Integris
- Use school devices rather than personal devices
- Devices are available for staff to borrow.

2. Processing personal data

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

3. Keeping devices secure

All staff members will take appropriate steps to ensure their school 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
- 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
- Updating antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

6. Safeguarding

Refer to the school's safeguarding policies. Any concerns about safeguarding should be recorded and shared with the SLT.

7. Monitoring arrangements

This policy will be reviewed regularly by SLT and each time new guidance is released by the government or local authority. At every review, it will be shared with and approved by staff.

8. Links with other policies

This policy is linked to

- Data Protection Policy and Privacy Notices
- Home-school Agreement
- ICT and Internet Acceptable Use Policy
- Behaviour Policy Child Protection Policy