Grimley & Holt C of E Primary School

Excellence and excitement every day for every child

Remote learning policy

Approved by:	Mike Saunders	**Date:** 09/10/2020
Last reviewed on:	09/10/20	
Next review due by:	09/10/2020	

Contents

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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 0800-1630

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:

> Setting work:

- o Class teachers are to provide work in core subjects: Reading, Writing and Mathematics and also foundation work associated with the class Mantle Topic. Music, Computing and PE will be set by Mr Carpenter and Mr Clarke for each group.

- o This work is set before 8am on the day of teaching

- o Work will be uploaded to each cohorts TEAMS area

- o Work will be set in editable formats, avoiding .pdf formats, with hard copies of tasks provided where necessary.

> Providing feedback on work

- o Teachers access submitted work on TEAMS and provide feedback to pupils

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

- o During school-wide lockdown, staff will ring households each week, while communicating with Children and Parents using TEAMS and Class Dojo.

- o Dojo and email messages from parents will be answered within 24 hours of receipt

o Complaints or concerns shared by parents and pupils should be shared with the head teacher and any safeguarding concerns logged through the CPOMS platform (following Child protection and safeguarding policy)

o Failure to submit work will be monitored and raised with parent/carer.

o Remote work will be logged in the class skills progression mapping to inform Autumn curriculum planning and personal education planning.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 0800-1630 hours

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 within the cohorts with whom they work

> Attending virtual meetings with teachers, parents and pupils –in deliberation with class teacher

2.3 Subject leads

Subject leaders for Maths, English, Science, Computing, PE and Mantle/Foundation subjects are responsible for monitoring their curriculum areas across all year groups

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 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

> It is particularly important that there are opportunities are available for children to write as well as type tasks

2.4 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 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 ensuring that Keeping Children Safe in Education (KCSIE) remains in force throughout the response to coronavirus (COVID-19).

The department has issued non-statutory interim guidance on safeguarding in schools, colleges and other providers during the coronavirus outbreak. This guidance supports governing bodies, proprietors, senior leadership teams and designated safeguarding leads to continue to have appropriate regard to KCSIE and keep their children safe. It suggests where schools and colleges might consider safeguarding policy and process differently when compared to business as usual.

https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers

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:

Insert details, such as:

> 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:

> Issues in setting work – please contact head teacher head@grimleyholt.worcs.sch.uk

> Issues with behaviour – please contact head teacher

> Issues with IT – please contact Simon Carpenter, IBS sdc57@grimleyholt.worcs.sch.uk

> Issues with their own workload or wellbeing – talk to head teacher

> Concerns about data protection – talk to head teacher

> Concerns about safeguarding – talk to the DSL/ DDSL es92@grimleyholt.worcs.sch.uk

4. Data protection

4.1 Accessing personal data

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

Either:

> Use secure login to Office365 and Onedrive.

> OR; Use encrypted devices provided by school to store, transport and access data

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses, academic, behavioural and geographical data 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 – 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

Please refer to Grimley and Holt Safeguarding Policy 2020-21

6. Monitoring arrangements

This policy will be reviewed annually by the head teacher. At every review, it will be approved by the chair of governors.

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