

Remote learning policy

Eldersfield Lawn CE Primary School



Approved by:	Governing Body	Date: 18 th September 2020
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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 9.00am – 12.30pm.

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 – cover details like:
 - Work will be provided for individual classes by the class teacher
 - A maths lesson, an English lesson, a Topic lesson and a physical activity will be provided daily.
 - The work will be set prior to 9.00am on the day
 - Work will be uploaded onto the class pages of the school website
 - Parents will be given the option to receive a hard copy of all work, rather than relying on electronic resources should they prefer.
 - › Providing feedback on work – cover details like:
 - Pupil will be encouraged to upload work to their Team using Microsoft 365.
 - Feedback will be shared via Microsoft 365. This can be through face to face meetings, marked work or typed conversations.
 - Teachers will be available between 9.00am – 12.30pm if a child has a question or wishes to speak with their teacher via video call.
 - › Keeping in touch with pupils who aren't in school and their parents – cover details like:
 - Teachers will monitor who has logged onto Microsoft 365. If a child is not engaging with the platform, the teacher will call home.
 - Teachers will respond to chat requests, questions and emails between 9.00am – 12.30pm
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- How to handle any behavioural issues, such as failing to complete work
- Attending virtual meetings with staff, parents and pupils – cover details like:
 - Staff and children will be expected to dress in appropriate dress.
 - Locations – staff will turn on a filter to ensure appropriateness of background.

If Teachers are also teaching in school, work will be available on the school website, however there may be a delay in responding to any questions.

2.3 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
- 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:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning – This will be through a weekly meeting as well as monitoring each of the class Teams
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead (DSL)

The DSL - Anthony Dixon-Gough head@eldersfieldlawn.worcs.sch.uk is responsible for all areas as described in the School Safeguarding Policy.

2.6 Peritech IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff 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:

Insert details, such as:

- Be contactable between the hours of 9.00am - 12.30pm – although we understand that children may not be in front of a device for the whole of this time.

- › Complete work to the deadline set by teachers
- › Seek help if they need it, from teachers via Microsoft Teams
- › Alert teachers if they're not able to complete work via Microsoft Teams

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 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 Mr Dixon-Gough (ADG)– head@eldersfieldlawn.worcs.sch.uk
- › Issues with behaviour – talk to Mr Dixon-Gough (ADG)/Mrs Carolan (EC) – head@eldersfieldlawn.worcs.sch.uk / eec14@eldersfieldlawn.worcs.sch.uk
- › Issues with IT – talk to IBS (Peritech service)
- › Issues with their own workload or wellbeing – talk to ADG/EC
- › Concerns about data protection – talk to the data protection officer
- › Concerns about safeguarding – talk to the DSL (ADG/EC)

4. Data protection

4.1 Accessing personal data

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

- › Access the learning platform through Microsoft 365, any resources will need to be saved to Sharepoint/Onedrive
- › Staff will be expected to use school devices at home.

4.2 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.

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.
- 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

5. Safeguarding

Please see the most recent Safeguarding policy.

6. Monitoring arrangements

This policy will be reviewed half termly by ADG - Headteacher. 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
 - Data protection policy and privacy notices
 - Home-school agreement
 - ICT and internet acceptable use policy
 - Online safety policy
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