Remote Learning Policy

Document Control Information

Version	DATE	DESCRIPTION
1	September 2020	
2	September 2021	Some amendments
3	September 2022	
4	September 2023	
	September 2024	

Reviewed	September 2024
Responsibility	Majella Delaney / Debbie Hanson
Committee	FGB
Review Date	September 2025
Signed	

Contents

1. Aims

This remote learning policy for staff aims to:

> Ensure consistency in the school's approach to remote learning

> 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

Teachers must be available between 8.30am until 3.30pm. 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.

Teachers are responsible for:

> Setting work:

- o Their usual class unless agreed with line manager to support needs across the school.

- o If they are a subject specific teacher e.g., music, Art then they have access to all the classes to assign their subject specific work for each class.

- o The amount of work they need to provide per week – as set out by home learning timetables.

- o Which day of the week this work needs to be set – as set out by the home learning timetables.

- o Using an appropriate educational platform assign appropriate work to the class as outlined in the home learning timetable.

> Setting a range of work, so that those pupils with limited on-line access can still complete their work

> Keeping in touch with pupils and parents:

- o Teachers will answer e-mails or communication via the SEESAW from parents of pupils who are at home within working hours.

> Any complaints or concerns shared by parents and pupils should be shared with a DSL and Safeguarding Procedures followed for a Safeguarding concern and with the Principal for other concerns. This should be recorded on CPOMS and chased up if no action taken.

> Attending virtual meetings with staff, parents, and pupils:

  o Appropriate dress

  o Locations (e.g., avoid areas with background noise and distractions, nothing inappropriate in the background)

2.2 Teaching assistants

Learning Support Assistants must be available during their contracted working 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.

Learning Support Assistants may be required to contact familiar families and will be assigned work by their line manager or class team.

2.3 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

> Coordinating the remote learning approach across the school and monitoring the effectiveness and access to remote learning, through regular communication with teachers and feedback from parents

> Monitoring the security of remote learning systems, including data protection and safeguarding considerations with support from I.T Services.

2.4 Designated safeguarding lead

The DSL is responsible for:

See Safeguarding Policy and Addendum

2.5 IT staff

IT staff are responsible for:

> Fixing any issues with the system and supporting teachers with the platform to ensure access for teachers and children where possible.

> Reviewing the security of systems and flagging any data protection breaches to the data protection officer, this is an external advisor: Colin Howard at Satswana

2.6 Pupils and parents

Staff can expect pupils to:

> Seek help if they need it, from teachers

Staff can expect parents to:

> Seek help from the school if they need it – i.e., support with access to technology and resources

> **Request** work and resources to support their children who are well enough to undertake schoolwork when unable to attend school due to a positive covid test. This work will be uploaded to SEESAW for access to the student from home. In the unusual case of the individual not having access to the internet then a request can be made to send hard copies home via post.

> Be respectful when making any complaints or concerns known to staff

2.7 Education committee in conjunction with the school advisory board.

The 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 systems are appropriately secure, for both data protection and safeguarding reasons

3. Who to contact

If staff have any questions or concerns, they should contact the following individuals:

> Issues in setting work – talk to line manager or Principal – Majella Delaney

> Issues with IT – talk to Bluecube IT support

> Issues with their own workload or wellbeing – talk to line manager

> Concerns about data protection – talk to School Business Manager

> Concerns about safeguarding – talk to the DSL and report on CPOMS

4. Data protection

4.1 Accessing personal data

When accessing personal data, all staff members will:

> Access information on the school server

> Should only use a school laptop and work email addresses

4.3 Keeping devices secure

All security measures that are required have been set up on each laptop by Bluecube.

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 and numbers.

> 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 certain period of time.

> Not sharing the device among family or friends.

> Keeping operating systems up to date – always install the latest updates.

5. Safeguarding

Refer to Safeguarding Policy and Addendum

6. Monitoring arrangements

This policy will be reviewed in line with Government recommendations

7. This policy should be read in conjunction with the school's online safety policy and the safeguarding policy.

Example Timetable (in the event of a lockdown)

	Monday	Tuesday	Wednesday	Thursday	Friday
Lesson 1	Reading activity	Writing activity	Reading activity	Writing activity	Reading activity
BREAK					
Lesson 2	Maths activity number	Maths activity number	Maths activity data	Maths activity shape	Maths activity measure
BREAK					
Lesson 3	PSHE	Zones work	Arts education	Physical activity	Pick an activity

SUGGESTED WEEKLY TIMETABLE

- A reading activity should be added 3 times a week following a writing activity relating to this reading activity where possible topic based and relating to the school curriculum incorporating TALK /LEARN / GROW approach. All activities – if new, must be accompanied by an explanation or recorded lesson to demonstrate what is being learned.
  All activities which are assigned must be accessible to the children.
  Pre-recorded story time and assemblies can be added to the classes on whatever platform has been agreed in the event of a lockdown.

- Therapies will be provided via Zoom directly with children accompanied by a parent/ caregiver. Additional activities to support therapies may be uploaded to named platform in the event of a lockdown.
- Teachers can add content via PDF FILE UPLOAD / VIDEO / PHOTOGRAPH / DRAWING / NOTE / LINK
- Students can respond to these activities using the same tools.
- Teachers must respond to children's work in a timely fashion.

> LIST OF POSSIBLE RESOURCES & WEBSITES:

English	https://www.oxfordowl.co.uk/class https://www.topmarks.co.uk/
Maths	https://www.purplemash.com/sch/meath-kt16 https://www.topmarks.co.uk/
PSHE	See school resource bank
ZONES WORK	See school resource bank
ELSA	See school resources bank https://www.elsa-support.co.uk/category/free-resources/
OTHER	https://bigbrownbear.co.uk/learntotype/ https://youtube.com https://busythings.co.uk