Remote learning policy

Bealings School

Approved by:		Date: 26.1.21
Chair of Governors		
Last reviewed on:	January 21	
Next review due by:	January 22	

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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 8.30am and 4.30pm.

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:

  o Each teacher, on their contracted days of work, is responsible for setting tasks each morning for their class

  o Key stage one teachers must set work equivalent to three hours of study (Reception may be less); Key stage two teachers should set work equivalent to between three and four hours study each day

  o This work should be assigned to Seesaw before 9am each morning

  o If struggling to upload work onto Seesaw, the headteacher in charge that day should be contacted immediately

  o Teachers in school will support key worker and vulnerable pupils to access the same remote learning assigned by their class teacher

> Providing feedback on work

  o Teachers are expected to provide feedback on work throughout their working day

  o Teachers must provide feedback to all work completed and posted on Seesaw by pupils

  o All work posted before 3pm must be approved and given feedback on the same day

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

  o Teachers must monitor pupil engagement and contact any families via email or telephone for whom they are concerned (daily posts of completed work are expected from all pupils, unless

parents have notified the school of illness or other circumstances preventing them from interacting with remote learning that day)

- o All parent communications should go through the school office (personal emails should not be used) and staff should only make or respond to such communications during their working hours
- o Any complaints or concerns made by parents should be shared with the headteacher in charge that day
- o Repeated failure to complete work, following communication from the class teacher, must be reported to the co-headteachers who will contact the parents concerned
- Attending virtual meetings with staff, parents and pupils:
  - o When attending virtual meetings from home avoid areas with background noise, rooms used by other family members etc.

If schools are fully open and remote learning must be provided to individuals who are self-isolating, work should be posted on Seesaw daily from the first full day that the pupil is at home.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.45am and 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.

When assisting with remote learning, teaching assistants are responsible for:

- o Being on rota to care for key worker and vulnerable pupils in schools
- o Covering classes in their bubbles to release teachers to keep up with approval and feedback of online work
- o Supporting the teachers at school as per their usual duties
- o Assisting with live remote learning in some situations if required by the class teacher (no teaching assistants will be asked to run live remote learning unless they are a qualified teacher)

2.3 SENDco

Alongside any teaching responsibilities, the SENDco is responsible for

- ➢ Continuing referrals and administration tasks necessary to provide continued provision for pupils
- ➢ Communicating with teachers about the work their pupils with SEND are engaging in
- ➢ Communicating with families regularly to ensure children are safe and well, and able to access the remote learning sufficiently

2.4 Co-headteachers

Alongside any teaching responsibilities, co-headteachers are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning by assessing the quality of work set
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

- ➢ Ensuring all vulnerable pupils are in school during lockdown (unless self-isolating)

> ➢ Telephoning pupils and/or parents of vulnerable pupils who are self-isolating
>
> ➢ Supporting teachers to identify safeguarding concerns regarding pupils not interacting with remote learning

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 daily

> 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

> 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 – co-headteachers

> Issues with behaviour – co-headteachers

> Issues with IT – co-headteachers and IT staff

> Issues with their own workload or wellbeing – co-headteachers

> Concerns about data protection – co-headteachers and office manager who will contact the data protection officer

> Concerns about safeguarding – DSL

4. Data protection

4.1 Accessing personal data

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

> Avoid accessing personal data from home and wait until in school to carry out tasks involving personal data

> Only use devices provided by the school when accessing or recording personal data.

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, 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

See Addendum D in our Child Protection and Safeguarding Policy

http://www.bealings.org.uk/wp-content/uploads/2021/01/Child-Protection-and-Safeguarding-Policy-Autumn-2020.pdf

6. Monitoring arrangements

This policy will be reviewed annually by Kelly McLoughlin and Duncan Bathgate (co-headteachers). At every review, it will be approved by the governing body.

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

> E-safety policy

> Acceptable Use Policy