

Dean Bank Primary and Nursery School



Remote Learning Policy

Headteacher: Mrs P Northcott
Chair of Governors: Mr D Regan
Responsible Person:

Date: November 2020
Date for Review: November 2021



Approved by: Governing Body Date: 01.11.20

Last reviewed on: 05.02.21

Next review due by: 01.11.21

1. Aims

This remote learning policy for staff aims to:

Ensure consistency in the approach to remote learning for pupils

Set out expectations for all members of the school community with regards to remote learning

Ensure that pupils who are unable to attend school remain fully included in the school community

Ensure that remote learning is integrated in the curriculum so it is an essential part of the school curriculum alongside classroom teaching

Provide appropriate guidelines for data protection

2. Roles and responsibilities

2.1 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – P Northcott
- Understanding how approaches to remote learning are integrated into the wider curriculum design
- Provide cover when a class teacher is ill, ensuring workload is shared to allow for leadership roles to continue to be fulfilled
- Monitoring the effectiveness of remote learning
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Contacting pupils whose teachers have had no contact with for two consecutive days and following up to ensure student's welfare

2.2 Teachers

When providing remote learning, teachers will be available for two hours each day for immediate contact as outlined in the individual class timetables and via Class Dojo. However, they will still be working contracted hours but may not be available for immediate contact outside the two hour window as they will be contacting vulnerable pupils, setting work or contacting individuals to give feedback/support.

(If they are 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:

- Ensuring children have an up-to-date timetable that reflects the current curriculum (or consolidating previous curriculum objectives if appropriate)
- Providing links to online teaching resources and paper-based worksheets as appropriate (BBC Bitesize , White Rose and Oak Academy)
- Ensuring quantity of work set reflects school timetable for remote learning
- Work should be set the day before (in case of individual isolation) and should be set a week in advance (from first day of closure) in case of whole bubble/school closure
- Work should be uploaded to Class Dojo and the 'Remote Learning' folder on (with an email sent to the headteacher in case the printing of worksheets is required)

Providing feedback on work:

- Feedback for work uploaded via Class Dojo should be given within Class Dojo via a written message
- Direct feedback can be given through Microsoft Teams (a note should be made of this by the teacher)
- Written feedback (completed by school based staff) if worksheets cannot be uploaded online

Keeping in touch with pupils who are not in school and their parents/carers:

- In the case of no contact or work uploaded / provided a welfare call will be made to the child
- In case of whole bubble closure (or national/local lockdown), a weekly welfare call will be made to each child via telephone (withholding number from personal devices by adding the prefix 141)
- Teachers will attempt to contact the vulnerable children within their class on a daily basis
- Complaints should be handled following the school complaints procedure– for any safeguarding concerns, refer teachers to the section below

Attending virtual meetings with staff, parents and pupils:

- If working on Microsoft Teams, staff should ensure they are dressed appropriately in line with in school expectations
- Staff are reminded that they abide by the School Code of Conduct at all times
- Ensure calls are from a suitable location

2.3 Teaching assistants

When supporting remote learning, teaching assistants must be available during their working hours (as contracted).

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 supporting remote learning, teaching assistants are responsible for:

- Supporting pupils who are not in school with learning:
 - Contacting pupils identified by class teacher to provide extra support (to be agreed with class teacher)
- Attending virtual meetings with teachers, parents and pupils:
 - If working on Microsoft Teams, staff should ensure they are dressed appropriately in line with in school expectations
 - Ensure calls are from a suitable location

2.4 Designated safeguarding lead

The DSL is responsible for:

- Ensuring the school safeguarding policy is adhered to.

2.5 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they are unable 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 and timely when making any complaints or concerns known to staff

2.6 Governing body

The governing body is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible and is integrated into the wider curriculum design
- 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:

Pauline Northcott or Will Haynes

- Issues in setting work –relevant subject lead or SENDCO
- Issues with behaviour –relevant teacher or senior leader
- Issues with IT –IT staff /Computing leader
- Issues with their own workload or wellbeing – Head teacher or line manager
- Concerns about data protection –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:

Explain:

- Access data through secure networks, printing no sensitive information (including contact numbers)
- Access data using a secure device and only storing sensitive data on 365 or within an encrypted device
- Adhere to Acceptable Use Policy

4.2 Processing personal data

Staff members may need to collect personal data, such as email addresses, as part of the remote learning system.

Staff are reminded to collect as little personal data as possible online and to use school communication systems, not personal details or devices.

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
- 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 school Safeguarding policy.

6. Monitoring arrangements

This policy will be reviewed annually by the SLT and when any updates to home learning are provided by the Government.

At every review, it will be approved by the full governing board

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Acceptable Use policy
- Safeguarding policy
- Data Protection policy and Privacy Notices
- Home-School Agreement
- ICT and Internet Acceptable Use policy
- Online Safety policy