



St James CE Junior School Barrow

# **REMOTE LEARNING POLICY**

**October 2020**

# Remote Learning Policy

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## **1. Aims**

This remote learning policy for staff aims to:

1. Ensure consistency in the approach to remote learning for pupils who aren't in school
2. Set out expectations for all members of the school community with regards to remote learning.
3. Provide appropriate guidelines for data protection.
4. Ensure pupils unable to attend school remain fully included within the school community.
5. Continue to ensure that every child receives the best education the school can provide them.
6. Ensure that remote education is integrated in the curriculum so it is an essential part of the school curriculum, alongside classroom teaching, or in the case of a local lockdown.

## **2. Roles and responsibilities**

Acting Head, Acting Assistant Head and Computing Subject Leader

Alongside any teaching responsibilities, the above are responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning.

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- If the class teacher is unwell and unable to lead remote learning, then the Senior Leadership team will take direct responsibility for this. If this is the case, home learning provision and systems may need to be adapted so that school leaders can continue to manage their leadership roles while carrying out remote learning for the class

### **Designated safeguarding Lead**

The DSL is responsible for: Safeguarding concerns, including those related to Remote Learning Please refer to Child Protection and Safeguarding Policy.

### **Teachers**

When providing remote learning, teachers must be available between 9am-3pm on their working days.

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 –**

- Teachers will provide learning for their current class. This will consist of a daily English and Maths lesson, along with 3-4 lessons from the foundation curriculum.
- Available resources will be identified by school curriculum leaders, such as Big Maths, White Rose Maths and BBC Bitesize.
- Teachers will use resources provide by the Big Maths, White Rose Maths and BBC Bitesize, as well as other resources identified by school curriculum leaders.
- Work will be organised and uploaded weekly, for as long as needed.
- Teachers will upload weekly learning packs on the school website. The packs can then be accessed at home, printed by staff who are on site, ready for parents to collect or staff can deliver to homes.
- Teachers will outline the work daily via their class Showbie page. Providing feedback on work – Pupils can upload work to their class teachers via Showbie. All work submitted will be acknowledged by the class teacher. Appropriate age-related feedback will be given for English and Maths on an individual basis.

#### **Keeping in touch with pupils who aren't in school and their parents –**

- In the case of a national or local lockdown, Teachers will call pupils/parents at least every 2 weeks.
- Any concerns should be recorded and Head teacher alerted.
- In the event of a self/class bubble isolation, communication will be via email/ Showbie.
- If there has been no communication from either a parent or child by day 3 of lockdown/self-isolation period starting, teacher or SLT member will call parents/pupils on day 4.

- Vulnerable pupils will be called weekly - CP/EHCP/identified pupils, this will be done by SENCO/DSL. Emails received from parents and pupils are to be checked between 9am and 3pm, Mon- Fri.
- Teachers should aim to respond to pupil/parent emails within 48hours.
- Teachers should alert the Headteacher if they're unable to contact a parent 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.

### **Teaching assistants**

When assisting with remote learning, teaching assistants must be available between 9am-3pm.

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 when requested by Head Teacher/SENDCO;
- liaison with class teachers to support planning and resourcing differentiated learning.

### **Subject leads**

Alongside their teaching responsibilities, subject leads are responsible for monitoring the work teachers set by their subject.

Subject leads should review the work that has been planned by class teachers weekly.

### **Pupils and parents**

*Staff can expect pupils learning remotely to:*

- Be contactable during the school day – 9am-3pm although they may not always be in front of a device the entire time;
- 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.

## **Governing body**

*The governing body is responsible for:*

- Monitoring the school's approach to providing remote learning;
- Ensure education remains as high quality as possible;
- Ensure 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 overall concerns about remote learning, they should contact the Headteacher.

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 the relevant subject lead or SENCO

Issues with behaviour – talk to the Head Teacher

Issues with IT – talk to IT staff

Issues with their own workload or wellbeing – talk to the Head Teacher

Concerns about data protection – talk to the Head Teacher

Concerns about safeguarding – talk to the DSL

## **4. Data protection**

### **Accessing personal data**

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

- Ensure they access parent contact details via the school office using a secure password;
- Not share any details with third parties;
- Use school-provided laptops and iPads
- Use school-provided laptops and iPads when accessing any personal information.

### **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 Child Protection and Safeguarding Policy.

## **6. Monitoring arrangements**

This policy will be reviewed as and when updates to home learning are provided by the government by Mrs Jackie Rushton.

At every review, it will be approved by the Governing Body

## **7. Policy Links**

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
- Online safety policy