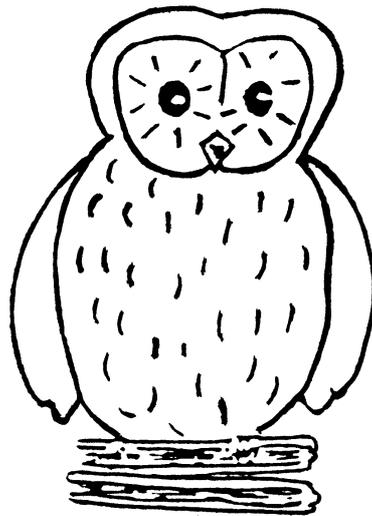


# Overstone Primary School



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## Remote Learning Policy

**Approved by:**

Janice Mardell

**Date:** February 2021

**Last reviewed on:**

February 2021

**Next review due by:**

February 2022

## 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 during the normal school day.

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
  - Work should be set for all pupils in the class, whether they are learning remotely from home or from school
  - Work should be set to facilitate daily expected work time for pupils is as follows;  
Reception; a minimum of 2-3 hours a day  
Year 1; a minimum of 2-3 hours a day  
Year 2; a minimum of 3 hours a day  
Key Stage 2; 4 hours a day
  - Uploading a learning plan or timetable to Google Classroom (Tapestry for Reception children) on a Friday afternoon. This will give parents and children an overview of the learning that will take place the following week. Reception and year 1 staff will upload the children's learning on Monday for the week. Staff in year 2,3,4,5 and 6 will upload their work daily.
  - All class teachers or support staff will have visual contact with pupils at least 2-3 times per week. This may be through a live or recorded session.
- Providing feedback on work
  - Pupils will upload work to Tapestry/Google Classroom. Paper copies will be provided where necessary.
  - Feedback will be shared with pupils via Tapestry/Google Classroom
- Keeping in touch with pupils who aren't in school and their parents
  - Teachers will monitor engagement from pupils. If pupils are not engaging in their learning, the class teacher will either contact the parent themselves from a school email address or telephone or they will contact the Headteacher and she will do this
  - Teachers will respond to emails from parents within the normal school day
  - If parents complain to the class teacher about the remote education, this should be passed onto the Headteacher
- Attending virtual meetings with staff, parents and pupils
  - For virtual meetings with parents and pupils, staff should dress as they would at school
  - The location for meetings should be appropriate, avoiding areas with background noise or with anything inappropriate in the background.

If teachers are also working in school, TAs will monitor the home learning if they are not in the classroom. If they are, the teacher will upload the learning and will be available for feedback at points throughout the day. If teachers are in the classroom in the morning, they will be available during school hours in the afternoon. If they are in school in the afternoon, they will be available in the morning. When in school, teachers may live stream lessons for those in school and those working remotely to learn together.

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during their normal 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. When assisting with remote learning, teaching assistants are responsible for:

Supporting pupils who aren't in school with learning remotely as directed by the class teacher.

- Attending virtual meetings with staff, parents and pupils
  - For virtual meetings with parents and pupils, staff should dress as they would at school
  - The location for meetings should be appropriate, avoiding areas with background noise or with anything inappropriate in the background.

## 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 through staff meetings and/or monitoring of the remote learning
- Alerting teachers to resources they can use to teach their subject remotely
- The SENCO should monitor remote provision for pupils with SEND

## 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 through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## 2.5 Designated safeguarding lead

The DSL will ensure that:

We will still have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

Although we are operating in a different way to normal, we are still following these important safeguarding principles:

The best interests of children must come first

If anyone has a safeguarding concern about any child, they should continue to act on it immediately

A designated safeguarding lead (DSL) or deputy should be available at all times (see section 4 for details of our arrangements)

It's essential that unsuitable people don't enter the school workforce or gain access to children

Children should continue to be protected when they are online

## **2.6 Staff, including the school IT support 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 to the deadline set by teachers
- 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 – if you know of any resources staff should point parents towards if they're struggling, include those here
- 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 – talk to the relevant class teacher, subject lead or SENCO
- Issues with behaviour – talk to the relevant class teacher or to the headteacher
- Issues with IT – talk to SBM or Kyonet support team
- Issues with their own workload or wellbeing – talk to the headteacher
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DSL

## 4. Data protection

### 4.1 Accessing personal data

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

- Use their school laptop rather than any personal device

### 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as their school email address 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

Addendums have been added to the Safeguarding and Behaviour policies to reflect the COVID-19 situation.

## 6. Monitoring arrangements

This policy will be reviewed annually by the Headteacher. At every review, it will be approved by the TLS committee.

## 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 and privacy notices
- Home-school agreement
- Online safety and acceptable use policy

JM

February 2021