

# Remote learning policy

## Cheriton Primary School



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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 should aim to be available between 09.00 and 15.00

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 are responsible for providing work for the children in their class.
  - The DFE have stipulated that schools should provide 3 hours of learning for KS1 children and 4 hours of learning for KS2 children.
  - Work should be set in a timely fashion to allow parents and carers to prepare the necessary resources including digital devices to join live and recorded sessions and produce printed materials and other resources when they are required.

- Work should be uploaded to: Tapestry – Class 1  
Classdojo or Seesaw for Classes 2,3 and 4. Further resources including video lessons can be linked from these platforms.
- Teachers should liaise with colleagues from other classes to ensure live lessons are timetabled at different times of the day. This is to allow pupils with siblings in the school to share devices at home in order to engage with this learning.

➤ Providing feedback on work –

- Children learning at home are requested to upload completed tasks to the relevant platform. This can be done by uploading files of photographs of the work.
- Staff are expected to review the uploaded work sent by children in order to:
  - Inform the planning of future lessons
  - Provide written feedback to the child with next steps if appropriate
  - Arrange small group teaching sessions to overcome shared misconceptions identified.
- All feedback needs to be provided in a timely fashion ideally the same day, preferably within 2 days but this expectation will be impacted by teachers and LSAs needing to work with children in school.

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

- Teachers are expected to make regular contact, through live lessons, receiving and responding to uploaded work and where necessary, initially through the use of Tapestry (Class1) and Classdojo to send messages. If the Head teacher needs to be made aware of a communication then email should be used to communicate with the parent and the HT copied in.
- If parents or children fail to engage with online lessons and do not respond to messages, the HT should be informed. Teachers should attempt to make contact with parents by telephoning them making sure that if this is done from the teachers home, their number is blocked. If the phone call is not responded to then the Head Teacher may decide to visit pupils at their home.
- Staff are not expected to answer emails and other messages from parents and outside of working hours (8.30am to 4.00pm)
- If staff receive any complaints or concerns shared by parents and pupils they should copy the HT in on any response they send or forward the complaint to the HT for him to deal with.
- If any safeguarding concerns should arise, staff should refer to section 5 Safeguarding, below.

➤ Attending virtual meetings with staff, parents and pupils

- Dress code: Staff- As you would be expected to dress for school  
Pupils- must be fully clothed.

- Locations: when working from home to deliver live lessons of preparing recorded video sessions, avoid areas with background noise with nothing inappropriate in the background.

Although the school aims to make use of Learning Support Assistants to run in school learning, teachers may be required to be in school with a class for all or part of the week. Remote learning should continue to be provided by providing recorded video sessions or through streaming live lessons from school. LSAs should, where appropriate, assist the teacher by responding to issues and providing feedback to those working from home.

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available for their normal working hours or the equivalent hours at a time to best suit the needs of the teacher with whom they work this should be agreed through discussion with the class teacher and any arrangements shared with the HT. 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:
  - Small groups can be supported online as identified by the class teacher.
  - Online support could be in the form of leading live sessions for small groups or giving written feedback to work uploaded
- Attending virtual meetings with teachers, parents and pupils
  - Dress code: staff should dress as they would for a normal school day
  - Locations: when working from home to deliver live lessons or preparing recorded video sessions, avoid areas with background noise with nothing inappropriate in the background.

When LSAs are working in class at school, there will be no expectation for them to also be supporting those children working from home.

## 2.3 Subject leaders

Alongside their teaching responsibilities, subject leaders 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
- Monitoring the remote work set by teachers in their subject –such as through virtual meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

## 2.4 HeadTeacher

- Co-ordinating the remote learning approach across the school and ensuring staff are adequately resourced and trained to provide this
- 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 is responsible for:

## 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, initially from the class teacher via Tapestry (class1) or Clasdojo

- › 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
- › Monitoring the breadth and balance of the curriculum being offered.
- › 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 subject lead or SENCO
- › Issues with behaviour – talk to the head teacher
- › Issues with IT – Contact Drift IT support or the head teacher
- › Issues with their own workload or wellbeing – talk to the head teacher
- › Concerns about data protection – talk to the data protection officer Kim Reed
- › Concerns about safeguarding – talk to the DSL or DDSL

## 4. Data protection

### 4.1 Accessing personal data

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

- › Use laptops and other devices provided by the school rather than their own personal devices

### 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
- › Ensuring antivirus and anti-spyware software is updated regularly
- › Keeping operating systems up to date – always install the latest updates

## **5. Safeguarding**

The school's Safeguarding Policy is available and an addendum created to support safeguarding during the current Covid-19 pandemic, are available in school and on the school's website.

## **6. Monitoring arrangements**

This policy will be reviewed at least monthly by the head teacher. At every review, it will be shared for approval by the full 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 and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- E- safety policy