

Remote Learning Policy

Ellel St. John's C of E Primary School



Loving, living and learning in the
light of Christ

Approved by:	J FitzGerald	Date: Autumn 2020
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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 9am and 3pm and will make themselves available to respond to emails and queries between 10 and 11 am.

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

- Setting work for their class each day using the class blog. Each class will have a maths and English activity/lesson for the morning and a Stilling Time mindfulness activity for the afternoon in addition to foundation subject work and science. Teachers will ensure that every curriculum subject is covered during the week (as appropriate).
- Ensuring that they utilise a variety of approaches to home learning to support the learning styles of all the children – see Education Endowment Foundation document:
[https://educationendowmentfoundation.org.uk/public/files/Publications/Covid-19 Resources/Resources for schools/Home learning approaches - Planning framework.pdf](https://educationendowmentfoundation.org.uk/public/files/Publications/Covid-19%20Resources/Resources%20for%20schools/Home%20learning%20approaches%20-%20Planning%20framework.pdf)

- Ensuring that Stilling Time is provided daily. On a Tuesday and Thursday, Mrs O'Donnell posts a KS1 and KS2 Stilling Time blog on the school website. On the other three days, the activities are provided by the class teacher.
- Ensuring that children have regular access to PE activities. Mr Garvey posts KS1 and KS2 appropriate activities on a Monday, Wednesday and Friday on the school website and the class teachers signpost their classes to these.
- Ensuring that the daily home learning blog is published on the website by 5pm each day for the next day, giving parents time to read the blog and prepare any necessary resources.
- Ensuring that the work is accessible for all of the children in their class including SEND and EAL children.
- Overseeing the publication of the class blog for classes other than their own in the event of staff illness (under the direction of the SLT).
- Where appropriate, delivering live lessons to their classes using Google Classroom (KS2) or Zoom (KS1).

Providing feedback on work:

Pupils and parents are informed that they are required to submit at least one piece of maths and English work per week for marking and feedback (although they can submit more). This work should be submitted on the class blog, via Google Classroom, Purple Mash or Mathletics if appropriate or emailed (either the actual document or a photograph of a handwritten piece of work). The work will then be marked and feedback provided by email or on the platform it was submitted on.

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

Teachers are expected to keep in regular contact with their pupils and families through:

- Posting at least weekly videos on their blog (to ensure the children can actually 'see' them)
- Phoning the children and their families at home on a three weekly cycle or more regularly if there are concerns. Staff should withhold personal mobile numbers or call from school when they are on site. This may be carried out by TAs under the direction of the class teacher
- Holding at least weekly face-to-face sessions with their class on Google Classroom (KS2) or Zoom (KS1)
- Responding to emails in a timely fashion – parents have been informed that they should expect to receive a response to an email within 48 hours
- Responding to comments, questions and queries on the class blog
- Sending messages to parents via Parent App when appropriate
- Dealing with any safeguarding concerns in the usual manner - document on CPOMS and follow up if necessary (see Safeguarding Policy)
- Addressing any issues where children fail to complete or submit work by contacting the parents directly. This may be carried out by TAs under the direction of the class teacher

Worship

All staff are expected to ensure that Worship remains at the heart of all that we do at Ellel St. John's by:

- Signposting children and families to online Worship resources including: Fischy Assemblies; NISCU resources; including a regular Worship element in Stilling Time activities – Teachers
- Posting a weekly online Worship for all families to access – Mrs J FitzGerald, Rev C Abbott (teachers will ensure the link to this is on their class blog)
- Providing an online Celebration Assembly at the end of each month – Mrs J FitzGerald (teachers will ensure the link to this is on their class blog)

2.2 Teaching assistants

Teaching assistants must be available between 9am – 3pm, Mon to Fri (pro rata). During this time they are expected to check work emails and be available when called upon to attend school. 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.

Teaching assistants are responsible for:

- Supporting pupils with learning remotely when requested by the SENCO
- Being part of the key worker provision rota
- Liaising with the class teachers in order to take on the responsibility of phoning the parents of children who are not submitting work or engaging with home learning

2.3 Subject leaders

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 leaders 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
- Alerting teachers to resources they can use to teach their subject remotely

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – SLT
- Monitoring the effectiveness of remote learning – through regular feedback and discussion at Staff Meetings.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is Mrs Jo FitzGerald and the Deputy DSLs are Mrs Helen Quinn and Mrs Gemma Tyson. See Safeguarding Policy for roles and responsibilities.

2.6 IT staff – Tech Hub managed by Richard Prescott

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 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
- 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 subject leader, IT Technician or SENCO
- Issues with behaviour – talk to SLT
- Issues with IT – talk to IT Technician
- Issues with their own workload or wellbeing – talk to their line manager
- 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 such as email addresses, phone numbers and addresses etc, all staff members will:

- Use their school laptops rather than their own personal devices
- Ensure that any saved personal data is password protected

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses, login details for online learning platforms, etc 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

These tips are based on our article on the [GDPR and remote learning](#).

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 see Safeguarding Policy (updated Autumn 2021)

6. Monitoring arrangements

This policy will be reviewed by Mrs Jo FitzGerald – Deputy Headteacher by Autumn 2022 or earlier if deemed necessary. The policy will also be shared with and approved by The Chair of Governors – Mr C Alder and/or the Vice Chair of Governors – Mrs K Benter.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy
- Safeguarding policy