



Remote Learning Policy

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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 8.30am and 3.30pm.

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 staff absence procedure.

When providing remote learning, teachers are responsible for:

- **Setting work** – including providing live lessons on at least three occasions during the school day. In Reception, Year one and year two, this will amount to at least three hours of hearing every school day. In years three and four this must be 4 hours and in years 5 and 6 it must be 5 hours. Any supporting documents must be shared on Microsoft Teams the day before by 6pm at the latest to allow parents and carers adequate time to print resources where necessary. However, the use of resources is limited as much as possible.

Teachers will ensure that their live lessons are scheduled on Microsoft Teams with a link to the documents required for the lesson.

- **Providing feedback on work** – all children will be expected to submit work on a daily basis. This will be done through Microsoft Teams or via the Class email addresses. Feedback will also be shared in the same format with the children and parents.
- **Keeping in touch with pupils who aren't in school and their parents** – As we are providing live lessons on a daily basis, contact will only need to be made should a child not attend the lessons on that day. Contact can be made via email or phone calls and should persistent absence continue, this should be reported to the safeguarding team. Teachers will aim to respond to emails as soon as possible, but this will be within three schools days at the latest. Emails will not be responded to outside of working hours.

Any parental complaints received by the teachers will be passed on to the Senior Leadership Team.

Behavioural issues will be dealt with through our Behaviour Policy and the Behaviour Policy addendum January 2021. If children persistently do not attend live lessons, this must be passed on to the Senior Leadership Team to follow up.

- **Attending Virtual Meetings** – The majority of lessons will be delivered in the classroom to those in school and also children working remotely. For all meetings, staff are expected to follow the school’s usual dress code.

2.2 Learning Support Assistants

When assisting with remote learning, learning support assistants must be available in school for their usual 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, learning support assistants are responsible for:

- Supporting pupils who are in school and those who are learning remotely. In most situations, this will include working one-to-one with the child they usually support.
- **Attending Virtual Meetings** – The majority of lessons will be delivered in the classroom to those in school and also children working remotely. For all meetings, staff are expected to follow the school’s usual dress code.

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 – explain how they’ll do this, such as through regular meetings with teachers or by reviewing work set
- 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
- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set and 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 leads

The DSLs is responsible for:

- Continue to ensure a culture of safeguarding exists at Waterside Primary Academy in line with all other policies
- Ensure that all children eligible for on-site schooling are invited to attend
- Support families with arising concerns with remote learning
- Be available to support families with pastoral and other relevant family needs.

For further information about the role of our DSLs, please see our Child Protection Policy Addendum January 2021.

2.6 IT staff

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 – 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 Deputy headteacher
- Issues with behaviour – Follow school behaviour policy 3,6,9 escalation.
- Issues with IT – Contact Ergo
- Issues with their own workload or wellbeing – talk to the headteacher
- Concerns about data protection – talk to the headteacher
- Concerns about safeguarding – talk to a DSL

4. Data protection

4.1 Accessing personal data

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

- Use a school device. If this is not possible, ensure consent has been given by the headteacher.
- Use Microsoft Teams during school hours to contact parents and children.
- Not save any personal data or information external to Microsoft Teams.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as children's school 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
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

5. Safeguarding

For information about our safeguarding during the lockdown, please see our Child protection and Child Protection Addendum policies.

6. Monitoring arrangements

This policy will be reviewed termly by Daniel Atherton (Headteacher). At every review, it will be approved by the full local governing body.

7. Links with other policies

This policy is linked to our:

- Remote Learning plan – for further information about individual children who are self-isolating and for group/class closures.
- 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
- Online safety policy