Remote learning policy

Arnett Hills JMI

Approved by:	Curriculum Committee	**Date:** 18/01/2021
Last reviewed on:	January 2021	
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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 08:30 to 15:15. 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:

Responsibilities include:

Setting work

Devising daily recorded lessons in maths and English plus one other daily recorded lesson (foundation subject) to be accessed by children at home. Lesson formats will vary according to the developmental age of the children (eg. Story telling sessions for Early Years, phonics for KS1)

Recording lessons which will vary in duration but, with built in pauses, should be approximately 20 minutes long in delivery and then allow time for the follow up task to be completed

Teachers should:

Record lessons and upload them the evening before on TEAMS

Ensure equality of provision, use planning for recorded lessons to deliver the same lessons in school for children of critical workers and children classed as vulnerable – lessons to be based on the relevant National Curriculum learning objectives for each year group

Ensure that both remote and in class follow up tasks should reflect usual good practice of differentiation (eg packs sent home for targeted children; live interventions organised for targeted groups)

Ensure LSAs organise reading books for remote learners according to the school's adapted system

Ensure they 'keep in touch' with all remote learners via the daily live meeting (or other agreed meeting arrangements)

Consistency of provision will be reviewed and ensured through weekly staff meetings where knowledge of any child not engaging or not having access to a device will be shared for SLT to resolve

Providing feedback on work:

Completed work from pupils will be accessed via uploads from families to TEAMS

Feedback with individual pupils will be done via TEAMS and in general comments through the daily live class meetings

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

Regular contact times will be made available to all families through the daily live meeting on TEAMS

School and families can also keep in touch through phone calls, emails and Parentmail messages

Teachers should not answer emails outside of working hours. The vast majority of emails should be directed to admin@arnetthills.herts.sch.uk   SLT will respond to the majority of emails in order to allow teachers to focus on teaching and learning

Teachers should discuss any complaints or concerns communicated to them with SLT

If teachers have concerns about a pupil's failure to complete work, they should contact families directly via TEAMS or the school office (admin email).

Attending virtual meetings with staff, parents and pupils

Dress code – please dress appropriately at all times

Locations - avoid areas with background noise, ensure there is nothing inappropriate in the background by using the background option to change this

When the class teacher is conducting live meetings with children working off site, the children in school will be supervised appropriately by the class Learning Support Assistant

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 08:45 and 15:15 (or their contracted hours if different). If they're unable to work for any reason during this time, for example due to sickness or self- isolation, they should report this using the normal absence procedure. In the event of self-isolation, Learning Support Assistants may be required to carry out tasks that are possible from home.

When assisting with remote learning, teaching assistants are responsible for:

Supporting pupils who aren't in school with learning remotely

- o Pupils with intervention programmes and designated funds for delivering these
- o Support will be provided through virtual lessons with pupils and liaison with parents and SENDCo
- o Dress code should be adhered to as for teachers
- o Locations -avoid areas with background noise, ensure there is nothing inappropriate in the background

When Learning Support Assistants are involved in remote learning, their class duties will be covered by other colleagues (class teacher or LSA)

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 colleagues and senior leaders to make sure work set remotely is appropriate and consistent

Monitoring the remote work set by teachers in their subject – through access to viewing recorded lessons on TEAMS and through weekly staff meetings

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

SEND lead

The SENDCo is responsible for:

Ensuring the needs of specific children are being catered for remotely (and in school)

Ensuring lines of communication are kept open with external agencies and parents so that all relevant information is shared

Ensuring that all required statutory paperwork is completed in the allotted time frames

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 feedback from parents and pupils, through scrutiny of recorded lessons and monitoring of uploaded work

Monitoring the security of remote learning systems, including data protection and safeguarding considerations in partnership with the school's contracted I.T. technicians

2.5 Designated safeguarding lead

The DSL is responsible for ensuring the safeguarding of children off site through:

Reminders about eSafety

Virtual attendance of Child Protection meetings and monitoring of specific families through phone contact

Signposting vulnerable families to facilities such as counselling, school support worker, foodbanks

2.6 IT

The Deputy Head and contracted 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 Headteacher

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 should 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 with behaviour – talk to the Headteacher

Issues with IT – talk to Deputy Head

Issues with their own workload or wellbeing – talk to the Headteacher

Issues in setting work – talk to the relevant subject lead or SENCO

Concerns about data protection – talk to the SLT

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:

Access the data on a secure cloud service or a server in the IT network

use devices provided , such as laptops, 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

Installing antivirus and anti-spyware software

Keeping operating systems up to date – always install the latest updates

5. Safeguarding

The school's Child Protection policy has been updated to reflect the current situation (reviewed by governors Jan 2021),

6. Monitoring arrangements

This policy will be reviewed termly by SLT to reflect any changes nationally annually. At every review, it will be approved by the headteacher and shared with the governing body.

7. Links with other policies

This policy is linked to our:

> Behaviour policy

> Child protection

> Data protection policy and privacy notices

> Home-school agreement

> ICT and internet acceptable use policy

> Online safety policy