



SOHO PARISH PRIMARY POLICY

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 9 and 3pm.

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:

- Each teacher is responsible for setting work for their own class
- Teachers without a class responsibility may set work in their subject / areas they cover as determined by the Headteacher
- For a full week of home learning, at least three English and three maths lessons will be provided, with a list of other tasks or lessons available
- Video lessons in mathematics will be provided where this aids understanding

- Work is set on Friday for completion the following week
- Work is uploaded to a google drive which is shared with parents / carers on Friday
- Teachers will report any pupils not completing work so that the SLT can determine the child's access to technology and support with paper copies / technology provision where necessary.
- Online 'live' lessons are not provided at present, although the technology is available to provide this in the future and will be used for trial social meets in the summer term
- Pupils will upload completed work to the timeline as they finish.
- Teachers should provide acknowledgement of work weekly and feedback where they think it will be useful.
- There are no deadlines at present for feedback.
- Keeping in touch with pupils who aren't in school and their parents – cover details like:
 - Phone calls will be made to parents / children each half term. Teachers will log details of call, which will be monitored by SLT and Learning Mentor.
 - Teachers should only answer emails between 9am and 5pm. Parents have been advised to expect a reply to emails within three working days.
 - Teachers should attempt to resolve any complaints or concerns raised by parents themselves, notifying the SLT if the complaint refers to policy or procedure
 - If a teacher has a safeguarding concern about a child as a result of any interaction online, on the phone or because they cannot reach a family, this should be reported in accordance with the school's safeguarding policy.

When attending virtual meetings with professionals, parents or children, teachers should:

- Ensure they dress appropriately as they would in school
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)
- Follow the acceptable use policy and support pupils to do the same
- Report any pupils not complying with the acceptable use policy to SLT
- Record all meetings, which will automatically be saved to the secure school google drive.

Summer term 2020

Teachers may be working in school up to three days per week. Two days per week should be sufficient to provide continued home learning for pupils at home, although tasks in non-core subjects will be reduced. Maths video lessons may not be possible.

Autumn term 2020

Teachers will be working in school full time. In order to provide home learning for any children who cannot attend the setting, school lessons may be streamed live to those children at home, using the secure google classroom link. This will not begin until a risk assessment has been completed regarding use of children's names, whether film will include students present in the class and the

purchase and installation of appropriate recording hardware. Parent consent will be sought. GDPR compliance will be assured.

In the event of a localised or national lockdown and school closure, the school will initiate short live lessons. The number and frequency of these will be agreed by teachers in September.

2.2 Teaching assistants / Learning Mentor

When assisting with remote learning, teaching assistants and learning mentors must be available between 9am and 3pm, depending on their 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 (contact the Deputy Headteacher if at home and the nominated DSL if they are expected in school).

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

- Supporting pupils who aren't in school with learning remotely who may find an online lesson difficult to access.

When attending virtual meetings with professionals, parents or children, support staff should:

- Ensure they dress appropriately as they would in school
- Select appropriate location (e.g. avoid areas with background noise, nothing inappropriate in the background)
- Follow the acceptable use policy and support pupils to do the same
- If leading the meeting, support staff should also report any pupils not complying with the acceptable use policy to SLT
- Record all meetings, which will automatically be saved to the secure school google drive.

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 and other subject leads to make sure all work set is appropriate and consistent
- Alerting teachers to resources they can use to teach their subject remotely

2.4 Senior leaders and SENCo

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 discussion with teachers, taking into account the views of parents and pupils.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

IT systems

- 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

2.5 Designated safeguarding lead

The DSL is responsible for:

Receiving, recording and acting upon all disclosures and concerns in line with the safeguarding policy. Monitoring call logs and communicating with other staff involved in safeguarding, monitoring and making calls, including senior leaders and the Learning Mentor.

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Complete work to the deadline set by teachers
- Seek help if they need it, from parents, teachers or teaching assistants
- 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
 - Alert teachers if their child is not able to complete work

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 lead or SENCO
- Issues with behaviour – talk a member of SLT
- Issues with IT – talk to HT, technician (Rajib) or IT Lead

- Issues with their own workload or wellbeing – talk to a member of SLT
- Concerns about data protection – talk to the SBM or HT
- 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 remote access, SIMs (via remote access) or Gsuite to access all data. Personal data such as student names and details should not be emailed but saved to a shared drive in one of these locations.
- Teachers should use school laptops / ipads to access any data and ensure no pupil, parent or staff data is stored locally on their personal laptops/computers, phones or tablets.

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. Staff should use parentmail and tapestry to communicate with parents where possible and google classroom and see saw to communicate with pupils.

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)
- Not storing data or any school work where possible locally on their device. All work should be stored on the shared drives at school, accessed remotely as necessary.
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Ensuring antivirus software is up to date.
- Keeping operating systems up to date – always install the latest updates

5. Safeguarding

Please see the school Safeguarding policy and the Covid 19 addendum.

6. Monitoring arrangements

This policy will be reviewed each half term, due to the unpredictable nature of the Covid-19 pandemic and its effects on schools and learning. At every review, it will be approved by the SLT and a representative from the Full Governing Body.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding policy
- Covid-19 addendum to our safeguarding policy
- GDPR policy and privacy notices
- ICT and internet acceptable use policy
- Acceptable use policy for live lessons
- Online safety policy