

# Remote learning policy

Temple Herdewyke Primary School



<b>Approved by:</b>	Pending being Taken to Governors	<b>Date:</b> [Date]
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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 8:30 – 3:30.

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:
  - Class Teachers must provide work for children registered in their class
  - This work should provide families in ks1 with at least 3 hours per day, and ks2 with at least 4 hours per day.
  - Work will need to be uploaded before 8am that day – ideally though the day before to give parents time to read and prepare.
  - Work will be uploaded to class dojo. This may include links to resources in external websites, folders in OneDrive or GoogleDrive, or links to other resources. Teachers may also email parents resources or messages to help with the delivery of online learning.
  - There will be whole school days – where teachers may work with another teacher to set learning for a focus day (for example a whole school mental health day)
  - There will also be regular challenges set by teachers or leadership which focus on a particular key issue – health, mental health, writing, maths, reading.
- Providing feedback on work:
  - Staff will respond to work uploaded to portfolios on Class Dojo.
  - Every piece of work will be looked at and accepted.
  - Teachers will leave regular comments about work daily – although not every piece of work – the aim of this is to provide children and families with both motivation and concise feedback.
- Keeping in touch with pupils who aren't in school and their parents:
  - Teachers will send messages to parents who are not uploading work on class dojo, to ensure that they are able to access the remote learning.
  - There will be fortnightly phone calls home by class teachers – checking in on all pupils.
  - Teachers will respond to emails from parents – although will do so during normal working hours.
  - Any complaints from parents sent to teachers will be dealt with in line with the normal complaints procedure – starting at the informal stage trying to resolve any problems quickly.
  - Teachers will pass on information of any children not completing home learning, and not responding to messages to the headteacher.
- Attending virtual meetings with staff, parents and pupils:

- Teachers will be wearing smart- professional dress code.
- The school will only use the Microsoft Teams platform.
- Teachers will ensure they are careful about what is in the background when working via video, ideally plain, blurred or from school

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants will be working their normal directed 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, teaching assistants are responsible for:

Details of responsibilities:

- Working in class with children of Critical workers and Vulnerable pupils
  - Teaching Assistants will be working in class ensuring pupils in school have the same provision as the children at school
- Printing resources for children working in school from the packs teachers send out:
  - Teaching assistants will be responsible for ensuring that the packs teachers plan and produce are printed – where needed for children in school.
  - Teaching assistants will produce master copies of these packs – so if any packs need to go home – office staff will be able to send these home.
- Supporting pupils who aren't in school with learning remotely:
  - Children who they usually plan and prepare personalised curriculum – for example through SEN provision.
- Attending virtual meetings with staff, parents and pupils:
  - Staff will be wearing smart- professional dress code.
  - The school will only use the Microsoft Teams platform.
  - Staff will ensure they are careful about what is in the background when working via video, ideally plain, blurred or from school

Teaching assistants will also be working in school

## 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:

Insert details, such as:

- Monitoring the effectiveness of remote learning – by analysing results from parent and children's surveys, monitoring work set and work produced by children, comparing approaches with other schools in the academy.
- Ensuring that each bubble in school has appropriate staffing.

## 2.5 Designated safeguarding lead

The DSL is responsible for:

Ensuring children in school and at home are safe – please see the safeguarding policy and addendum on the school website.

## 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 parents have any questions or concerns about remote learning, they should contact the following individuals:

- Concerns about safeguarding – talk to the DSL – Mr Hibbert Hibbert.d@stowevalley.com
- Concerns about learning – talk to your class teacher via class dojo
- Concerns around mental health and well-being – talk to your child's teacher via class dojo
- Concerns about not being able to access remote learning- please contact the school on 01926 641316 or email templeherdewyke@stowevalley.com

## 4. Data protection

## 4.1 Accessing personal data

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

- Use emails – provided by parents via their contact forms.
- Use class dojo
- Staff will be using their staff laptops and StoweValley Microsoft accounts to access all digital technology.

## 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses, class dojo usernames 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
- When emailing parents – using BCC so email addresses cannot be shared
- When celebrating successes on class dojo – only using children's first names
- Only using children's first names on Teams meetings and emails.

## 5. Safeguarding

Please see the schools child protection policy and addendum on the website.

## 6. Monitoring arrangements

This policy will be reviewed Annually by headteacher At every review, it will be approved by 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

➤ Online safety policy