Remote Learning Policy

1. Aims

This remote learning policy for staff aims to:

• Ensure consistency in the approach to remote learning for pupils who are not in school

• Set out expectations for all members of the school community with regards to remote learning

• Provide appropriate guidelines for data protection

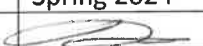## 2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available during their normal working hours on their normal working days.

If they are 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

• Creating weekly work for their year group. This must include subjects from across the curriculum. Additional PowerPoints and worksheets can be used.

Reviewed By:	Simon Wall – Headteacher
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Review Date:	Spring 2024
Approved:	SHIRLEY CROFT CHAIR GOVERNORS

• Teachers to provide work using Evidence for learning and Microsoft programmes for each child to access . This can be in the form of pre-recorded videos, live lessons, PowerPoint presentations or resources from another learning provider.

• Online safety curriculum to be followed at thinkuknow website. The page has been created to support parents during COVID-19 and the closure of schools. Each fortnight, they will be releasing new home activity packs with simple 15-minute activities that can be completed at home to support children's online safety at a time when they will be spending more time online.

• Providing feedback on work:

o When requested, pupils can send any completed work to teachers via evidence for learning and emails to the admin email address

o Teachers can feedback where required

o Deadlines and expectations on tasks will be made clear to each class when work is set

• Keeping in touch with pupils and parents:

o Teachers will keep in touch with their class via weekly phone calls.

o Any complaints or concerns shared by parents and pupils should be sent to admin@lexden springs.essex.sch.uk

o For children who are unable to access remote lessons, teachers are to attempt to make contact with all pupils in their class at least every week via telephone calls when in school or from a withheld number. Contact details can be accessed from SIMs. With each contact made if there is a safeguarding concern alert the safeguarding team.

• Contact should be polite and encouraging. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly.

• When attending virtual meetings with staff, parents and pupils, teachers must manage their location and background and ensure nothing inappropriate is on view:

If teachers will also be working in school or are unwell, another member of staff will cover the responsibilities above during this time.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between their normal working hours. 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.

When assisting with remote learning, under the direction of a teacher or a member of the leadership team, teaching assistants are responsible for:

- supporting pupils with learning remotely

- contacting pupils where required

- Attending virtual meetings with teachers when requested

If teaching assistants will also be working in school, another member of staff will cover the responsibilities above during this time.

2.3 Subject Leads

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

- Monitoring the work set by teachers in their subject – Review work set weekly on the website

- Review your current subject in the light of home learning and evaluate what changes will need to be made for the following term. Create, monitor and review subject action plan.

2.3 Leadership Team

Alongside their teaching responsibilities, team leaders and members of the leadership team 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

• Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding leads

The DSLs are responsible for:

• Maintaining contact, collating, passing on information and responding to any concerns.

• See the COVID-19 addendum to the Child Protection Policy on the school website

2.6 IT staff

IT staff are responsible for:

• Ensuring the email addresses and logins are in place and providing the correct access

• Fixing issues with systems used to set and collect work

• Helping staff and parents with any technical issues they are 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

• Attempt work 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

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

- Issues in setting work: talk to team leader, SENCO or the relevant subject lead

- Issues with behaviour: talk to the most relevant member of the leadership team

- Issues with IT: talk to IT staff

- Issues with their own workload or wellbeing: talk to line manager (Emma or Katrina)

- Concerns about data protection: talk to the data protection officer (Anna)

- Concerns about safeguarding: talk to the DSLs

All staff can be contacted via the school admin email addresses

4. Data protection

4.1 Accessing personal data

When accessing personal data:

- All staff have access to CPOMS to record any parent contact or concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party.

- Staff are able to access parent contact details via SIMs using a secure password. Do not share any details with third parties and ensure SIMS is logged off after use.

- SLT have the ability to locate personal details of families when required through securely accessing SIMs. SLT are not to share their access permissions with other members of staff.

- Encrypted school laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

4.2 Sharing personal data

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.

While this may be necessary, 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

• 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 the following for updates concerning safeguarding in relation to home learning. COVID-19 amendments/ addendum to the Safeguarding Policy

This policy is available on the school website.

6. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government by Simon Wall (Headteacher). At every review, it will be approved by The Board of Govenors.

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