

Remote Learning Policy

Germander Park School



Approved by:	Resources Committee	Date: 14 th October
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Last reviewed on:	5 th October 2020
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Next review due by:	October 2021 or sooner due to pandemic
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Contents

1. Aims	2
2. Roles and responsibilities.....	2
3. Who to contact.....	5
4. Data protection	5
5. Safeguarding	5
6. Monitoring arrangements	6
7. Links with other policies	6

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the school's approach to remote learning
- 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

- **Headteacher** and **Deputy headteacher** to provide pastoral support to children and families where needed
- **SENCO** to ensure that teachers know how to suitably personalised learning to ensure EHCP targets covered during a period of remote learning

2.1 Teachers

Teachers must be available between 8.30 and 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 although staff are aware that due to Covid-19 staff must inform the headteacher by 11pm on the night before if unable to attend work the next day.

Teachers are responsible for:

- Setting work –:
 - This work will be primarily for their class but may also be for the whole year group
 - Weekly guidance needs to be written and emailed via the school office by 3pm on the first day any child self- isolates
 - Year group class guidance should be the same for both classes/groups with children/parents being asked to communicate via the class email if there are any difficulties
 - Paper packs may need to be provided if a child does not have access to devices to enable them to complete work. The school office to have a few emergency pack for each year group (if a child is sent home)
 - Year group weekly guidance should be the same for both year groups to ensure consistency.
 - The office will then ensure this work is uploaded to the school website as well as being emailed to families
- Providing feedback on work –

- Teachers are expected to provide feedback on work completed online, via email and or by marking the completed paper pack of work
- Feedback for online work need to be completed on the day work is completed or within 2 days. With regards to paper packs, this feedback needs to be completed within a week of receipt.
- Keeping in touch with pupils and parents
 - You need to keep in weekly contact via the class email system or via a phone call using the school landline
 - There is no expectation for you to answer emails outside of working hours
 - Any complaints you should ensure that the Headteacher and deputy headteacher are copied into any initial response from yourself, so that we can then address concerns if the complaint is taken further
 - Any safeguarding concerns report to the headteacher and DSL as soon as possible but on the day that the concern arises
 - Children who do not complete work set should be noted and this should be reported to the SLT, as there is an expectation that work set will be completed. This issue will then be addressed with the parents by the headteacher and or deputy headteacher
- Attending virtual meetings with staff, parents and pupils
 - Usual school clothes should be worn for any remote meeting as you are still upholding professional standards and school Dress code applies
 - If holding a remote meetings avoid areas with background noise, family members coming in and out and ensure there is nothing inappropriate in the background

If a rota, system for teaching staff is instigated and therefore teachers would be working part time in school. Those teachers at home would be responsible for ensuring the remote learning is in place.

2.2 Teaching assistants

Teaching assistants must be available between 8.30-3.30. 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. Staff are aware that due to Covid-19 staff must inform the headteacher by 11pm on the night before if unable to attend work the next day. This is a change to the normal absence procedure.

Teaching assistants are responsible for:

- Supporting pupils with learning remotely –
 - Ensuring SEND children with EHC plans have targeted work and children in any intervention group they run have appropriate work
 - By preparing a bank of resources for these children
- Attending virtual meetings with teachers and parents:
 - Usual school clothes should be worn for any remote meeting as you are still upholding professional standards and school Dress code applies
 - If holding a remote meetings avoid areas with background noise, family members coming in and out and ensure there is nothing inappropriate in the background

2.3 Subject leads

We have used the term subject lead including SENCO here to refer to anyone coordinating subject provision across the school.

Alongside their teaching responsibilities, as outlined above, 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 to make sure work set is appropriate and consistent
- › Working with other subject leads and senior leaders to make sure work set across subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- › Monitoring the work set by teachers in their subject through regular meetings with teachers or by reviewing work set
- › Alerting teachers to resources they can use to teach their subject

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- › Coordinating the remote learning approach across the school
- › Monitoring the effectiveness of remote learning –through regular meetings with teachers and subject leaders, reviewing work set including access reports for pupils using Purple Mash and feedback from pupils and parents
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

The Child protection policy that was updated in July2020, the Covid-19 Behaviour addendum and the Covid-19 attendance addendum

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 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 to:

- › Be contactable during the required times – 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 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 systems are appropriately secure, for both data protection and safeguarding reasons

3. Who to contact

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

- Issues in setting work – talk to the relevant subject lead or SENCO
- Issues with behaviour – talk to the headteacher or deputy headteacher
- Issues with IT – talk to IT staff-
- Issues with their own workload or wellbeing – talk to the deputy headteacher or headteacher
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DSL

4. Data protection

4.1 Accessing personal data

When accessing personal data, all staff members will:

- can access the data, on a secure cloud service or the school server in your IT network
- You should only use your school laptop and not personal devices

4.2 Sharing personal data

Staff members may need to collect and/or share personal data such as email addresses] as part of the remote learning system. Such collection of personal data applies to our functions as a school and does not 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 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

Please see updated Child protection Policy updated and approved July 2020

6. Monitoring arrangements

This policy will be reviewed at least termly or sooner if any issues are identified by the Headteacher. At every review, the full governing board will approve it remotely.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy
- Attendance policy and addendum for Covid-19