Remote learning policy

Sylvester Primary Academy

Approved by: Local Governing Body	**Date:** 9.2.21
Last reviewed on:	
Next review due by:	

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

The senior leader who holds responsibility for remote learning is Ruth Harrison (Principal)

2.1 Teachers

When providing remote learning, teachers must be available between Monday – Friday 9am – 3.15pm, when they are not teaching face-face in school.

If teachers 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

- For all pupils in their class, including differentiated work, if required.
- Pupils should have access to at least three hours of learning per day in Key Stage 1 and four hours in Key Stage 2
- Work needs to be set by Monday of each week, but can be amended during the week, if required
- Plans for the week should be sent to the office manager, who will upload work onto the school website and Class Dojo, as appropriate
- Teachers should follow year group expectations, following the school's medium and long-term plans and liaise with other teachers, to ensure consistency across year groups and subject areas

> Providing feedback on work

- Pupils can upload work onto Class Dojo for teachers to view and assess
- Feedback from class teachers can be given via Class Dojo
- Pupils are not expected to return paper copies of any completed work to school

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

- Teachers should make regular contact with parents and pupils at least three times per week, via Class Dojo.
- Face to face interaction, should be made with pupils at least once per week. This may be live teaching of an element of a lesson, reading a story, setting up a quiz or hosting a Zoom meeting.
- Phone calls should be made to those pupils who are not accessing Class Dojo at least once per week

- Messages on Class Dojo from parents and pupils do not need to be responded to outside of normal school hours

- Any complaints or concerns shared by parents and pupils should be reported to a member of the Senior Leadership Team

- Any pupils not engaging with remote learning should be reported to a member of the Senior Leadership Team

> If virtual meetings with staff, parents and pupils are held

- Appropriate dress code must be adhered to

- Locations must be considered (e.g. avoid areas with background noise, nothing inappropriate in the background)

2.2 Teaching assistants and support staff

If teaching assistants and support staff are required to support with remote learning, they must be available between their normal working hours, when they are not supporting face-face teaching in school. This amount of time will be directly related to the numbers of hours that they normally work in school each week.

If any members of staff 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 assisting with remote learning, teaching assistants could be responsible for:

> Supporting pupils who aren't in school with learning remotely, at the discretion of the class teacher

> Attending virtual meetings with teachers, parents and pupils, taking into consideration

- Appropriate dress code must be adhered to

- Locations must be considered (e.g. avoid areas with background noise, nothing inappropriate in the background)

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 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, through regular meetings with teachers and subject leaders, reviewing work set and reviewing 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:

> Following up on any concerns raised by any member of staff, regarding any aspects of Remote Learning

Staff should follow the procedures set out in the Child Protection policy for contacting and reporting concerns to the DSL and/or deputies.

> The safeguarding team will continue to engage with social workers and attend and contribute to all multi-agency meetings, as determined by the local procedures for remote meetings.

The DSL will ensure that the school is represented at all multi agency meetings in an appropriate way by identifying a secure and confidential space where virtual attendance at meetings can take place, without interruption. School will ensure there is access to appropriate technology to support this.

2.6 Office staff

Office staff will be responsible for:

> Dealing with 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

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

> Be contactable during the school day

> 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 body

The governing body 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 –liaise with the relevant subject lead or SENDCO (H Brenchley)

> Issues with behaviour –liaise with the Senior Leadership Team

> Issues with IT –liaise with office staff (D Malthouse)

> Issues with their own workload or wellbeing – liaise with the Principal (R Harrison)

> Concerns about data protection –liaise with the data protection officer (R Harrison)

> Concerns about safeguarding –liaise with the DSLs (R Harrison, H Brenchley, D Hayes)

4. Data protection

4.1 Accessing personal data

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

> Contact the school office

> Use school laptops or iPads and not personal devices

4.2 Processing personal data

Staff members may need to collect and/or share personal data, as part of the remote learning system. If 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

> 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

An addendum has been added to the Child Protection Policy, which covers elements of Remote Learning

6. Monitoring arrangements

This policy will be reviewed by R Harrison as appropriate, in line with national guidance.

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

Code of Conduct for Remote Learning

This code of conduct outlines what we expect of pupils and parents/carers during remote learning.
Much of this echoes our expectations of pupils in lessons when in school and all of it is designed to help pupils gain the most benefit from online learning.

- Myself and my parents/carers, will check the school website and Class Dojo regularly to keep track of online sessions and learning.
- I understand that my teacher will only be available between 9:00am and 3:15pm.
- I will only use Class Dojo as directed by the teacher and will only upload material that is related to my learning.
- I understand that **my parent/carer** is responsible for my Class Dojo login details.
- During any live sessions, my parent/carer must be present in the room or in the next room with the door open so they can see and hear everything that is happening during the live session.
- I will not take photos of my screen or record online interactions in any way (including Class Dojo)
- I will make sure that my communication in the online learning environment is always supportive of my learning and the learning and wellbeing of others.
- If taking part in a live sessions I will make sure that...
- my environment is quiet and free from distractions
- the background (and foreground) is appropriate and as neutral as possible (please be mindful of what is visible behind you/in front of you)
- I am appropriately dressed
- I remain attentive

- I communicate in a courteous way at all times to both teachers and fellow pupils

Remember what we always say about social media, when you type something, 'it's always there and you can't take it back'. So be careful of what you say and write on our online learning platforms.