



*Excellence Together with Christ at the Centre*

## Remote Learning Policy

<b>Approved by:</b>	St. Anne's Governing Body	<b>Date:</b> 19.06.20
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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

When providing remote learning, teachers must be available between 9.00 – 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.

When providing remote learning, teachers are responsible for:

- Setting work for their own class and occasionally for other classes
- Every day, during term time, teachers must set work for maths and English. Every week teachers must set RE, Science and humanities tasks which can be linked to art, music, drama, P4C and PSHCE.
- Maths and English learning needs to be set every morning by 9.30. The subject tasks need to be set every Monday by 12.30.
- All work must be uploaded onto Microsoft Teams.
- Whenever possible, the online lessons for teachers working in school will be covered by teachers working from home.
- Whenever possible the same learning will be shared with children in school as those at home and streamed lessons, whenever possible, will be used.
- There must be consistency in lessons across the year group, across the subjects and across the school. Children with limited access to devices /broadband must be provided with paper copies of the learning.
- Teachers must only answer emails from parents or children during school hours 9.00 – 3.30.
- If there are any safeguarding concerns or parental complaints, please share with the SLT in the usual way.
- You are expected to call any child who is not accessing learning once a week to provide support, you must notify SLT and SENCO if this is an ongoing issue.

## **Virtual meetings**

- When attending any virtual meeting staff are expected to dress appropriately, be punctual and prepared for the meeting in the usual way.
- Please avoid noisy areas and ensure there is nothing inappropriate in the background.
- Meetings with partner teachers and whole staff will be held via Microsoft Teams or face to face if in school during allocated PPA time.

## **2.2 Teaching assistants**

When assisting with remote learning, teaching assistants must be available between 9.00 – 3.30 on their usual 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 assisting with remote learning, teaching assistants are responsible for:

Teaching assistant's responsibilities include:

- Supporting pupils who aren't in school with learning remotely such as SEN or SEMH children they would usually support face to face
- This support will be provided with the support of the SENCO and the class teacher.
- All teaching assistants will be trained on Teams so they can support children remotely when they are not in school.

## **2.3 Subject leads and SENCO**

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.
- Monitoring the remote work set by teachers in their subject through regular meetings with teachers and 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 alongside the IT Lead and Turn it On.
- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set and reaching out for 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 and deputy DSL's maintain responsibility for all child protection issues they are:

DSL – Sheila Mouna

Deputy DSL – Victoria Laxton

Deputy DSL – Jo Kinchlea.

Deputy DSL Louise Nottage

Please continue to report any concerns in the usual way.

The Safeguarding policy has been updated in light of Covid19, it is on the website please familiarise yourself with it.

## 2.6 IT staff

Turn it On and the IT lead 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 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
- 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 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:

- Issues in setting work – talk to the relevant subject lead or SENCO
- Issues with behaviour – talk to the relevant phase leader or SENCO
- Issues with IT – talk to IT staff
- Issues with their own workload or wellbeing – talk to their line manager or SLT
- Concerns about data protection – talk to the data protection officer, Karen O'Brien
- Concerns about safeguarding – talk to the DSL or deputy DSL

## 4. Data protection

## 4.1 Accessing personal data

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

- Access the data on RM Integris.
- If you are using a school laptop, please use this rather than your own personal devices

## 4.2 Processing personal data

Staff 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 will not 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

## 5. Safeguarding

Please follow the usual safeguarding procedures and familiarize yourself with the updated Covid19 safeguarding policy which is on the website in the polices tab.

## 6. Monitoring arrangements

This policy will be reviewed every year by Sheila Mouna, head teacher. At every review, it will be approved by the chair of Governors Vikki Spencer, the chair of the standards committee and the 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
- E safety policy
- Curriculum policy