

Welburn Community Primary School

Remote learning policy



Approved by:

Date:

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Next review due by:

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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

- Headteacher has overview of all remote learning
- Class teachers responsible for individual class Google Classrooms.
- Administrator responsible for initial communications and contact between staff and parents.

2.1 Teachers

When providing remote learning, teachers must be available between 9 and 12 and 1 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.

When providing remote learning, teachers are responsible for:

- Setting work

This will include-

- A weekly overview which will include maths, literacy and science.

- Details of individual tasks in each subject
- Work available from late evening before
- A daily story read by the class teacher where possible.
- Links to useful websites and lesson sites such as BBC and Oak Academy.
- Some individual differentiated tasks where appropriate.
- limit work which requires a printer

➤ Providing feedback on work –

This should be-

- Broadly positive
- Ask questions to extend or develop thinking/ learning

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

- Teachers should identify any pupils seemingly absent from the virtual classrooms and share this information with the head.
- Teachers should use their work email for any contact with parents via email.
- Any 'phone calls made should withhold the caller's number- dial 141 first.

➤ Attending virtual meetings with staff-

- Weekly at an agreed time

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during normal working 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.

➤ Attending virtual staff meetings

2.4 Senior leaders

Alongside any teaching responsibilities, the head is 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 lead

The DSL is responsible for:

All aspects of child protection as laid out in our child protection policy.

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:

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- 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:

Here are some suggested issues and the most likely points of contact, but adapt and add to this as needed:

- Issues in setting work – talk to the relevant subject lead or head or another colleague
- Issues with behaviour – talk to the head
- Issues with IT – talk to head or Admin
- Issues with their own workload or wellbeing – talk to their head
- Concerns about data protection – talk to the data protection officer who is our Admin

➤Concerns about safeguarding – talk to the DSL(Helen Thomson) or Deputy (Naomi Lewis)

4. Data protection

4.1 Accessing personal data

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

- Use work devices as provided.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses or phone numbers 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

5. Safeguarding

See CP Policy

Staff Behaviour Policy

6. Monitoring arrangements

This policy will be reviewed as often as you think is appropriate and manageable] by the headteacher. At every review, it will be approved by [the full governing body.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy
- Staff Behaviour Policy