



New City Primary

School Remote Learning

Policy

Author: Mary Bull **Date:** September 2020

Last reviewed on: January 2021 (amended in line with Jan 2021 closure)

Ratified by Governing Body:

Next review date:

Contents

1. Aims	p.1
2. Roles and responsibilities	p.2
3. Who to contact	p.6
4. Data protection (GDPR)	p.7
5. Safeguarding	p.8
6. Monitoring arrangements	p.8
7. Links with other policies	p.8

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

2.1 Teachers

When providing remote learning, teachers must be available between 9am and 4pm.

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 (Refer to staff handbook).

When providing remote learning, teachers are responsible for:

- **Setting work:**
 - Creating a weekly timetable of work for their year group in liaison with year group partners. This must include subjects from across the curriculum. Refer to useful website links and online resources where appropriate but have alternative suggestions where possible for those pupils with limited access.
 - Continue to variate Bug Club, Mathletics and Times Table Rockstars
 - Year group weekly timetables to be saved on **Google Drive** (Staff Shared Drive - Home Learning) by Friday Morning before the week the work commences. DHTs to proof read all and ensure consistency. These are then uploaded onto the school website. Quick Links to the school website are available on Marvellous Me.
 - Working as a year group team to ensure the above work is planned and ready.
 - Online safety curriculum to be followed at <https://www.thinkuknow.co.uk/> website. The page has been created to support parents during COVID-19 and the closure of schools. Home activity packs with simple 15 minute activities that can be completed at home to support children's online safety.

- **Providing feedback on work:**

- Pupils can send any completed work to teachers via year group emails/ Google Classroom/ Home Learning Drop off box
- Teachers acknowledge work sent and provide feedback as required
- Teachers should respond to any emails from Parents/children within 48hrs.

- **Keeping in touch with pupils who aren't in school and their parents:**

- Weekly notifications via 'Marvellous Me' app
- 'Studybugs' app to support and track attendance
- Pastoral Team are available to contact parents/carers of pupils who have not been engaging with the school
- Continuation of website being updated with key information
- Daily Remote Registration (Google Classroom 9.00-9.30pm) provides an opportunity for teacher-pupil contact and enables regular feedback and information sharing
- Emails received in the year group email from parents and pupils are to be checked between working hours, Monday - Friday. Emails must be replied to within 48hrs. Only send replies during working hour times 9:00 - 4:00 (where possible).
- Any issues that are received are to be dealt with professionally by the class teacher and the Headteacher or DHT should be BCC'd in the communication. If necessary, teachers to contact their phase lead or a member of SLT for advice where required.
- Teachers are to attempt to make daily contact with all pupils in their class via Google Classroom. A phonecall should be made if no regular contact has been made with one of their pupils. Ensure they are contacted from school or from a withheld number. Contact details can be accessed via SIMs, please ensure you log off correctly and do not share information with a third party. Record all contacts with parents briefly on parent interaction file via Google Drive. Alert a DSL on the safeguarding team and log on Safeguard regarding any safeguarding concerns.
- Contact should be polite and encouraging. Teachers must adhere to the safeguarding and GDPR policies and not give out any personal details.

- Any concerns, should be forwarded to a member of SLT who may choose to contact the parents directly. We expect children to be learning remotely for 4-5 hours daily as appropriate. There is no pressure on parents to assume all work must be completed at any one time particularly if they are struggling themselves. We believe parents will be doing their best.
- **Attending virtual meetings with staff, parents and pupils:**
 - Staff are expected to look presentable during any virtual meetings
 - Virtual meetings with parents and pupils are yet to be established.
 - Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

2.2 Teaching Assistants, HLTAs and PPA cover staff

Teaching assistants, HLTAs and PPA cover staff must be available between 9am and 4pm, Monday to Friday.

During this time, TAs, HLTAs and PPA cover staff will be expected to check work emails and be available when called upon to attend school. 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.

Teaching assistants, HLTAs and PPA cover staff are responsible for:

- **Supporting pupils with learning remotely:**
 - When requested and directed by the SENCO/Inclusion Manager/ DHTs/ HT
- **Attending virtual meetings with staff, parents and pupils**
 - Staff are expected to look presentable during any virtual meetings
 - Virtual meetings with parents and pupils are yet to be established
 - Locations (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:

- Monitoring the work set by teachers in their subject - Review work set weekly on the website
- Review your current subject from last term. In light of home learning,

consider whether any aspects of the subject curriculum need to change to accommodate remote learning and how this may impact your subject action plan

- Support teachers where needed in 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 - SLT
- Monitoring the effectiveness of remote learning - reviewing work set by teachers weekly, monitoring Bug Club, Mathletics and Times Table Rockstars, monitoring email and Marvellous Me correspondence between parents and teachers
- Monitoring the security of remote learning systems, including GDPR and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

- Maintaining contact, collating, passing on information and responding to any concerns (refer to Safeguarding Policy - September 2020)

2.6 IT staff

IT staff are responsible for:

- Creating emails for year groups
- 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 staff in supporting 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
- Try their best in working towards aiming to complete 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:

- Seek help from the school if they need it - staff should refer parents to the school website and the 'working remotely from home' page with each year groups weekly timetables and other useful links for learning
- Make the school aware if their child is sick or otherwise can't complete work
- 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 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 - talk to the relevant subject lead/SENCO/SLT
- Issues with behaviour - talk to the relevant phase or year lead/SENCO/SLT
- Issues with IT - talk to IT staff (Ben Roberts - IT technician)
- Issues with their own workload or wellbeing - talk to their line manager/SLT/ Well being representatives (Annabelle Greyling and Helen Matthews)

- Concerns about GDPR - talk to the our GDPR champion (Sam Dutch)
- Concerns about safeguarding - log on Safeguard and speak to one of the DSLs (include contact details where necessary)

4. Data protection (GDPR)

4.1 Accessing personal data

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

Explain:

- All staff have access to Safeguard 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.
- Teachers 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.
- SLT have the ability to locate personal details of families when required through securely accessing SIMs. SLT are not share their access permissions with other members of staff.
- School laptops and iPads are the schools preferred devices to be used when accessing any personal information on pupils.
- Refer to Data Protection GDPR policy for guidance.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as emails or phone numbers between colleagues 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.

Any data acquired should be compliant to GDPR regulations.

4.3 Keeping devices secure

Talk to your GDPR champion for more help, and your IT staff if you want to include details

on how to put these measures in place.

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

Refer to New City Safeguarding Policy in relation to home learning. Covid-19 amendments made to the policy (section 10a) and details reference to remote learning practices.

6. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government by Mary Bull (Deputy Head Teacher). At every review, it will be approved by Ms Stone (Head Teacher)

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding policy and coronavirus addendum to our safeguarding policy
- Data protection GDPR policy and privacy notices
- Home-school agreement
- Online safety policy
- Learning and teaching policy