

**Remote Learning Policy**  
Middlestone Moor Primary School



**Approved by:**

N.Davies COG

**Date:** Spetember 2020

**Last reviewed on:**  
January 2021

**Next review due by:**  
September 2021

## **1. Aims**

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils
- 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 will be available between 9.00am – 4.00pm with lunch and break times unavailable.

(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:
  - Work will be set for the class during lockdown or bubble closures and for individuals within the class who are self isolating ( this will be in the form of a work pack aligned to the current curriculum and the child's individual needs).
  - Work provided will cover Maths and English and at least one Foundation subject each day.
  - Pupil work will be uploaded on to the TEAMS group.
  - For individual reasons, some pupils may be provided with some paper work to complete, instead of or as well as their online assignments on TEAMS. This will be prepared by the class teacher following discussions with parents. This may reflect retrospectively the learning completed by class peers online, may be individualised and will need to be returned to school for marking as agreed with the teacher.
- Providing feedback on work:
  - Work uploaded onto TEAMS will be marked regularly and teachers will provide regular online feedback to pupils. Paper packs will be marked and feedback provided at least fortnightly.
- Keeping in touch with pupils who are not in school and their parents/carers:
  - Teachers will monitor attendance and participation of online learning provision and contact parents of children who have reduced participation. Teachers will also report this to the SLT who will monitor and follow up by contact with parents where needed.
  - Teachers will respond to emails from parents within their working hours. Any emails received which are not work related will be passed on to the SLT.
  - Any complaints or concerns shared by parents and pupils – will be referred immediately to the HT/DHT.
  - School staff will work together to identify pupils who do not have access to an appropriate remote learning device and school will try to provide this.
  - Behavioural issues online will be addressed with the child where possible and then with the parent via a phone call.

■ Attending virtual meetings with staff, parents and pupils:

- Staff dress code will be the same as if in school ( if working at home).
- Remote Learning will be delivered in a suitable location where background noise will not interfere. Backgrounds may be changed for non personalisation reasons.

If teachers are working in school, learning will be provided simultaneously ( as far as possible) to pupils at home and in school via online devices. Each class will manage the home learning provision and in school teaching with a team of 4 adults across the bubble. Provision may need to be adjusted in the case of staff absence. Supply staff may be used, the number of live meetings each day may be reduced.

## 2.2 Teaching assistants

When supporting remote learning, teaching assistants must be available between their 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.

When supporting remote learning, teaching assistants are responsible for:

■ Supporting pupils both in and not in school with learning:

- Answering pupil questions, marking learning and providing feedback – under direction of class teacher.

■ Attending virtual meetings with teachers, parents and pupils:

The dress code and background/location expectations are the same for all staff.

## 2.3 Subject leads (including SENDCO)

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the curriculum need to change to accommodate remote learning and to meet the needs of individual children
- Consider how approaches to remote learning are integrated into the wider curriculum design
- 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 reasonable and age-appropriate
- Monitoring the 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
- Understanding how approaches to remote learning are integrated into the wider curriculum design

- Monitoring the effectiveness of remote learning – explain how this will be done, such as through regular meetings with teachers and subject leaders, reviewing work set or using 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:

Safeguarding pupils- see “Keeping Our Children Safe in School “ – Policy 2020.

Safeguarding staff- adhering to latest advice and guidance . Where possible 2 adults online for every live session of learning.

## **2.6 IT staff / Computing lead**

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they may experience
- 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 and providing staff, parents and pupils with any training required.

## **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 are unable 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 eg. Child care issues
- Seek help from the school if they need it
- Be respectful and timely 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 and is integrated into the wider curriculum design
- 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:

- Issues in setting work –relevant subject lead or SENDCO or member of SLT
- Issues with behaviour –relevant teacher or senior leader
- Issues with IT –IT staff /Computing leader
- Issues with their own workload or wellbeing – Head teacher or DHT
- Concerns about data protection –HT
- Concerns about safeguarding –HT or DHT

## **4. Data protection**

### **4.1 Accessing personal data**

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

- Via the secure cloud service or the secure school server in the IT network
- Use their secure laptops

### **4.2 Processing personal data**

Staff members may need to collect personal data, such as email addresses, as part of the remote learning system.

Staff are reminded to collect as little personal data as possible online and to use school communication systems, not personal details or devices.

### **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 make reference to:

- Safeguarding pupils- see “Keeping Our Children Safe in School “ – Policy 2020.
- Safeguarding staff- adhering to latest advice and guidance . Where possible 2 adults online for every live session of learning.

## **6. Monitoring arrangements**

This policy will be reviewed at least annually by Head Teacher (H.Wilson) and Senior Leaders. At every review, it will be approved by the Curriculum and Standards Committee

## **7. Links with other policies**

This policy is linked to our:

- Behaviour policy
- Safeguarding policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy