

# Remote Learning Policy



## Rosecroft Primary School

<b>Approved by:</b>	Governing Body	<b>Date:</b> 12/01/2021
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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
- Ensures pupils unable to attend school remain fully included within the school community

## 2. Roles and responsibilities

### Senior leaders

SLT are 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 consideration

### Designated safeguarding Lead

The DSL is responsible for any safeguarding concerns, including those related to Remote Learning.

### Teachers

When providing remote learning, teachers must be available between 9-12 and 1-3.15pm on their work days. 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 –

- Teachers will provide learning for their bubble. The amount of work they need to provide is daily Maths and English lessons plus a daily foundation subject each week. Daily phonics lessons will be planned for KS1 and EYFS, and SPAG/Reading lessons for KS2.
- Teachers will use resources from the Power of Reading, White Rose, Oak National Academy, as well as other resources identified as meeting the curriculum needs.
- The work will be set weekly.

- Work will be uploaded weekly onto the website. The work can then be accessed at home, printed by staff who are on site, ready for parents to collect.
- A weekly plan will accompany the home learning to support families on how to structure the week.
- Recorded videos will be made and sent out via our Scholar Pack system.

Providing feedback on work:

- Pupils can email work to their class teacher. All work submitted will be acknowledged by the bubble team. Feedback will be given.
- Keeping in touch with pupils who aren't in school and their parents will be done over the course of the week. This will be done by a member of the bubble and any concerns noted.
- Emails from parents will be monitored by the class teacher and responded to during the week.

### **Teaching assistants**

When assisting with remote learning, teaching assistants must be available between their normal hours of work.

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 assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely –
  - When requested by the Head Teacher/Deputy Headteacher/Assistant Headteacher/Remote Learning Manager/SENDCO
  - Will liaise with the class teachers to support planning and resourcing differentiated learning
  - Will support with the phone calls to those pupils at home

Teaching assistants will also be working in school, supporting their allocated bubble.

### **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
- 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

### **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/Assistant Headteacher/Remote Learning Manager or SENCO
- Issues with behaviour – talk to the Deputy Head
- Issues with IT – contact JC Commtech
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk the Business Manager
- Concerns about safeguarding – talk to the DSL

### **4. Data protection**

#### **Accessing personal data**

When accessing personal data for remote learning purposes:

- Staff are able to access parent contact details via Scholar Pack.
- Parent and Child contact details must not be shared with a third party.

#### **Keeping devices secure**

All staff members will take appropriate steps to ensure their devices remain secure. Wherever possible, school devices must be used. Device security 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/remote data platform is locked if left inactive for a period of time
- Not sharing the device (if school owned) among family or friends and ensuring school websites are locked
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

## **5. Safeguarding**

Please refer to the Safeguarding Policy.

## **6. Monitoring arrangements**

This policy will be reviewed as and when updates to home learning are provided by the government.

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

This policy is linked to our:

- Behaviour policy
- Safeguarding Policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Social media policy