



Ebchester C.E. Primary School

Remote Learning Policy

January 2021

Ebchester CE Primary School

Remote Learning Policy

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 and 3.30pm.

(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:
 - Teachers are responsible for setting work for their own classes. There may be instances where they are asked to cover other classes
 - Teaching staff are asked to provide work in line with the Remote Learning timetable and that the content of these lessons matches the work taught in class, where possible
 - Work must be set by 9.30am
 - All tasks should be uploaded onto Microsoft Teams or Tapestry for Reception and Year One pupils
 - Teachers should liaise with other teachers, including those teaching in school, to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work
- › Providing feedback on work:
 - Completed work should be accessed through Microsoft Teams, Tapestry or via school email on a daily basis
 - Feedback should be given for all subjects. Detailed feedback should be provided for maths and English tasks
- › Keeping in touch with pupils who are not in school and their parents/carers:
 - All emails should be sent to and from the school email account between the staff working hours (9.00am and 3.30pm)
 - Any complaints or concerns shared by parents and pupils should be shared initially with the Headteacher. (For any safeguarding concerns, refer teachers to the section below)
 - Staff should contact parents who do not have access to the internet (or mobile data) on a weekly basis

- Staff should contact parents following no work submission or contact through messaging, after two consecutive days
- Addressing barriers to accessing remote learning should be addressed by the class teacher via telephone and/or email.
- Behavioural issues, such as failing to complete work, should be shared with the Headteacher
- Attending virtual meetings with staff, parents and pupils:
 - The school dress code should be followed at all time
 - The location selected should avoid areas with background noise and have nothing inappropriate in the background

Live lessons will only be made available, via Teams, if there is the necessity for a whole class to self-isolate.

Should schools choose to provide remote education using live streaming or pre-recorded videos, guidance from the National Cyber Security Centre (NCSC) on [which video conference service is right for your school](#) and [using video conferencing services securely](#) could help schools to set up video conferencing safely, if this is the chosen approach.

In addition, [guidance from the UK Safer Internet Centre on safe remote learning](#) includes detailed advice on live, online teaching, and the [safeguarding guidance from London grid for learning \(LGfL\)](#) includes platform-specific advice.

2.2 Teaching assistants

When supporting remote learning, teaching assistants must be available between 9.00am 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.

When supporting remote learning, teaching assistants are responsible for:

- Supporting pupils' learning
- Attending virtual meetings with staff, parents and pupils:
 - The school dress code should be followed at all time
 - The location selected should avoid areas with background noise and have nothing inappropriate in the background

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 will 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 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 ensuring the guidance in the Safeguarding policy is followed.

2.6 IT staff

IT staff are responsible for:

- › Fixing issues with systems used to set and collect work
- › Supporting staff 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

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 cannot complete work
- › 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

- › Issues with behaviour –relevant teacher or senior leader
- › Issues with IT –IT staff
- › Issues with their own workload or wellbeing – Head teacher
- › Concerns about data protection –data protection officer (Mr C Carr)
- › Concerns about safeguarding (Mrs R Clasper/ Mr C Carr)

Include contact details where necessary.

4. Data protection

4.1 Accessing personal data

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

- › Ensure all data accessed comes from the secure cloud location
- › School devices should be use to access personal data
- › Please refer to Acceptable Use Policy / Mobile Phone Policy

4.2 Processing personal data

Staff members may need to collect personal data 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 refer to the school Safeguarding policy.

6. Monitoring arrangements

This policy will be reviewed [half-termly] by [Rachel Clasper- Headteacher]. At every review, it will be approved by [Geoff Gibson – Chair of Governors] and shared with the full Governing Body.

7. Links with other policies

This policy is linked to the:

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