



## **REMOTE LEARNING POLICY**

***'Together with God, Making Learning a Life Long Friend'***

Approved:	24.01.2025
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We are a Church of England School and our policies are written with a commitment to our Christian Character, which is rooted in the Bible.

*Start children off on the way they should go and even when they are old they will not turn from it (Proverbs 22:6)*

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#### **1. Aims**

This remote learning policy for staff aims to:

- Ensure consistency in the school's approach to remote learning during school or class closure. This may be due to a national or local lockdown. This policy will also be applicable should a whole class not be able to attend school.
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection
- Reflect the school's commitment to the UN Conventions of the rights of the child specifically article 28, 29, and 31.

## 2. Roles and responsibilities

### 2.1 Teachers

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 procedures between 9am and 4pm. If it affects the completion of any work required, ensure that arrangements have been made within Key Stage or SLT to ensure work is completed.

Teachers are responsible for:

-Setting work

-Creating a weekly timetable of work for their year group

-This must include subjects from across the curriculum.

-Set Mathematics, TT Rockstars, Purple Mash activities

-Year group weekly timetables to be emailed directly to the Headteacher the week the work commences. Headteacher to ensure consistency. These are then also forwarded to the Office Manager to be uploaded to the website.

-Working as a year group team to ensure the above work is planned and ready.

-Following the online line safety curriculum to be followed at Purple Mash website.

-Providing feedback on work:

- o Pupils can send any completed work to teachers via year group emails
- o Teachers can email back feedback if required
- o Teachers should respond to any emails from parents/children within 48 hrs
- o Teachers are to send any children's work to be displayed on the Facebook page to the Office Manager.

-Keeping in touch with pupils and parents:

- o Weekly Stars of the Week to be sent to classes
- o Communicate with parents via SchoolDojo
- o Emails and / or School Dojo messages received in the year group email from parents and pupils are to be checked between 9am and 5pm, Mon- Fri. Emails must be replied to within 48hrs. Only send replies between these times. Anyone can respond to year group enquiries it does not have to be the actual class teacher.
- o Any issues that are received are to be dealt with professionally by the class teacher and the headteacher / deputy Headteacher should be BCC'd in the

communication. If necessary teachers to contact the year member of SLT for advice.

- o Teachers are to attempt to make contact with all pupils in their class every 2 weeks via telephone call when in school or from a withheld number. This may be done through Class Dojo. Contact details can be accessed from Integris, please ensure you log off and do not share information with a third party. Record relevant contacts with parents and add any relevant actions on Record of Discussion forms.

- o Contact should be polite and encouraging. Teachers must adhere to the Acceptable Use Agreements 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. There is no expectation from school that work must be completed at this time. We believe our parents will be doing their best.

-Attending virtual meetings with staff, parents and pupils:

- o At present we have not established virtual meetings unless a child has SEND
- o Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

### **2.1i Individuals Self-Isolating**

Where individuals of a class are self-isolating remote learning will still apply. However, due to staff commitments within the school the same level of remote learning activities will not be possible. We will aim to send Remote Learning within 24 hours of an absence being reported and where possible this will reflect the learning that is taking place in the class that week.

### **2.2 Teaching assistants**

Teaching assistants must be available between 9am - 12pm, Mon to Fri. During this time they are expected to check work emails and be available when called upon to attend school. 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.

Teaching assistants are responsible for:

-Supporting pupils with learning remotely:

- o When requested by the SENCO

-Attending virtual meetings with teachers, parents and pupils:

- o At present we have not established virtual meetings
- o Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

### **2.3 Subject leads**

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

- Monitoring the work set by teachers in their subject - Review work set weekly.
- Review your current subject in the light of home learning.
- Evaluate what changes will need to be made in the development of subject action plans.

### **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 - supporting work set by teachers weekly,
- Supporting email correspondence between parents and teachers
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

### **2.5 Designated safeguarding lead**

The DSL is responsible for:

- Maintaining contact, collating, passing on information and responding to any concerns. See the COVID-19 amendments to the Child Protection Policy

### **2.6 IT staff**

IT staff are responsible for:

- Creating emails
- 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 systems and flagging any data protection breaches to the Headteacher

## **2.7 Pupils and parents**

Staff can expect pupils to:

- Be contactable during the hours of the school day 9am - 4pm - although 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 to:

- Seek help from the school if they need it - visit website and other useful links for learning.
- Be respectful when making any 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 systems are appropriately secure, for both data protection and safeguarding reasons

## **3. Who to contact**

If staff have any questions or concerns, they should contact the following individuals:

- Issues in setting work - talk to the relevant subject lead/SENDCO/SLT
- Issues with behaviour - talk to the SENDCO/SLT
- Issues with IT - talk to Deputy Head (Miss Turner) who can contact Staffs Tech support if needed
- Issues with their own workload or wellbeing - talk to their line manager/SLT
- Concerns about data protection - talk to the Headteacher
- Concerns about safeguarding - talk to the DSL

All staff can be contacted via the school email addresses

#### **4. Data protection**

##### **4.1 Accessing personal data**

-Teachers are able to access parent contact details via Integris using a secure password. Do not share any details with third parties and ensure Integris is in logged off.

SLT have the ability to locate personal details of families when required through securely accessing Integris. SLT are not to share their access permissions with other members of staff.

School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

##### **4.2 Sharing personal data**

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

##### **4.3 Keeping devices secure**

These tips are based on our article on GDPR and remote learning. Talk to the Headteacher for more help, and StaffsTech 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**

Please see the following for updates concerning safeguarding in relation to home learning: COVID-19 amendments to the Child Protection Policy this also details reference to remote learning curriculum and risks online. This policy is available on our website.

## **6. Monitoring arrangements**

This policy will be reviewed as and when updates to home learning are provided by the government by Miss Turner (Deputy Head). At every review, it will be approved by Mr Hobson (Headteacher) and the Outcomes Committee of St Anne's C.E. Primary School Governing Body.

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

This policy is linked to our:

Behaviour policy

Child protection policy and coronavirus addendum to our child protection policy

Data protection policy and privacy notices

ICT and internet acceptable use policy

Online safety policy

## **REMOTE LEARNING PROTOCOL**

-Work is to be set daily (not weekly) and follow the normal school curriculum and timetable as closely as possible.

-Work is to be uploaded to Class Dojo / Purple Mash or emailed by 6pm the evening before.

-There is an expectation that work completed will be sent to the class teacher daily. This can then be fed back on. This can be done via Purple Mash, Class Dojo, 2Simple or by taking photographs.

-After two days, if there is a lack of interaction or work submitted, a member of staff must contact parents / carers.

-All work that is completed remotely must be handed back into class on the first day of returning.