

# Remote Learning Statement

## Checkendon C.E. Primary School



Last reviewed on: 6<sup>th</sup> January 2021

Next review due by: September 2021

### Contents

1. Aims .....	1
2. Roles and responsibilities .....	2
3. Who to contact .....	4
4. Data protection .....	4
5. Safeguarding .....	5

### 1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils and staff 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 will be available between during school hours as applicable (e.g. 8:40 – 3:20 daily if full time excluding timetabled PPA cover)

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:

#### ➤ Providing learning activities:

- For the children they have timetabled responsibility for (as class teacher, specialist or PPA cover)
- For the lessons they have timetabled responsibility for (as class teacher, specialist or PPA cover)
- Learning activities will usually be provided to individual pupils via the class newsletter, cohort emails, Conquermaths, Spellzone, Phonics Play or Purple Mash; hard copies will be provided for pupils without access to a suitable device
- If remote learning is provided in response to an unforeseen change in circumstances, the work should be set in an email by 8:40am on the day it is due to be done
- If remote learning is planned in advance due to emergency school closure
  - whole class learning activities will usually be set in a weekly class newsletter sent out to parents either by 4:00pm on Friday or 8:40am on Monday; these newsletters are also uploaded to the school website
  - Twice-daily *Teacher Time* will be timetabled for all pupils to provide remote face-to face interaction with teachers and peers on Teams; teachers will be available for 1:1 support during the rest of the school day (excluding breaks and PPA)
- Class teachers should co-ordinate with other adults teaching pupils in their class to ensure consistency and to make sure pupils with limited access to devices can still complete the work

#### ➤ Providing feedback on work:

- Some feedback will be provided during Teacher Time
- Teachers will get access to some completed work from pupils via Purple Mash
- Some tasks set will be marked online (eg Conquermaths, Spellzone) and teachers will access reports
- Teachers will share feedback with pupils during Teacher Time or via Purple Mash

#### ➤ Keeping in touch with pupils who aren't in school and their parents:

- Twice-daily *Teacher Time* will be timetabled for all pupils and teachers will be available during school hours to provide 1:1 support via email, Teams or Purple Mash
- Teachers are not expected to answer emails from parents or pupils outside of working hours
- Teachers may respond directly to complaints or concerns shared by parents and pupils, or they may discuss these with the head teacher; if there are any safeguarding concerns teachers should report these to DSL or DDSL
- If pupils do not complete the tasks set, teachers will offer support (for most pupils this will include support for parents)

#### ➤ Attending Teams meetings with staff, parents and pupils:

- Dress modestly

- Choose a suitable location, avoiding areas with background noise and with nothing inappropriate in the background

If teachers are working in school at the same time as providing remote learning for a small number of pupils, they will be allocated an additional hour of PPA cover weekly.

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during school hours as applicable.

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:
  - Class teachers will allocate pupils they'll need to support
  - Class teachers set out how they should provide support
- Attending Teams meetings with staff, parents and pupils:
  - Dress modestly
  - Choose a suitable location, avoiding areas with background noise and with nothing inappropriate in the background

If teaching assistants will also be working in school at the same time as providing remote learning for a small number of pupils, class teachers will review their timetabling commitments as appropriate.

## 2.3 Aspect leaders

Alongside any teaching responsibilities, aspect leaders are responsible for:

- Co-ordinating remote learning resources used across the school
- Monitoring the effectiveness of remote learning – through meetings with teachers and feedback from pupils and parents

## 2.4 Designated safeguarding lead

A member of the DSL team will always be available during school hours. The aim is to have a trained DSL (or deputy) available on site. Where this is not the case a trained DSL (or deputy) will be available to be contacted via phone or Teams - for example when working from home.

The DSL is responsible for:

- Safeguarding and child protection including online safety, managing referrals and working with others

## 2.5 IT staff

IT staff are responsible for:

- 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 pupils and parents with accessing the internet or devices

## 2.6 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're not able to complete work

Staff can expect parents with children learning remotely to:

- Encourage their child to complete the tasks set and provide a suitable space at home to do this
- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

### 3. Who to contact

If members of staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting work – talk to the head teacher
- Issues with behaviour – talk to the head teacher
- Issues with IT – talk to the IT consultant Koala IT
- Issues with their own workload or wellbeing – talk to the head teacher
- Concerns about data protection – talk to the data protection officer Heather Emerson
- Concerns about safeguarding – talk to the DSL or DDSL

## 4. Data protection

### 4.1 Accessing personal data

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

- Access the data from the server on the secure school IT network
- Use school laptops to access the data, rather than their own personal devices

### 4.2 Processing personal data

Members of staff may need to collect and/or share personal data such as email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, members of staff are reminded to collect and/or share as little personal data as possible online.

### 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

The 2020-21 Child Protection and Safeguarding Policy with Covid-19 Addendum is available on the school website and on the school network.