

Remote learning policy



Toddington St George CE School

Approved by:
Curriculum committee

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Vision

Toddington St George Church of England School (Diocese of St Albans) is an inclusive Christian community in which the curriculum is underpinned by agreed values based on Christian teaching.

The strategic plan, aims and policies enable every member of the school community to be valued as a child of God where they are given the opportunity to be inspired, challenged and supported in their learning and to receive committed, conscientious pastoral care.

*This is embodied in the TSG school vision '**Lighting a Spark in Every Child**'.*

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

The policy has been written for children to be able to continue to access their learning given the possible eventuality of a child having to self-isolate or to have to work from home due to a teaching group or bubble, or the whole school being closed.

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available to instruct an Administrative team member to issue a learning pack between Monday to Friday 8.50 am to 3.45pm. Only if absolutely necessary the Head teacher may correspond with the teacher to request information outside usual 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 providing remote learning, teachers are responsible for:

- Setting work –
 - For their year group bubble or their teaching group (e.g. a Maths set or support group)
 - A weekly pack of work for their bubbles including a taught video lesson for Lit/Math 3x /week if in a lockdown

- The work is planned weekly and so can then be sent on at any time in a week that a bubble or a child in that bubble requires remote learning
 - Where work should be uploaded (e.g. school website, remote learning platform) – cover any instructions for doing this if your staff are unfamiliar with the system
 - The learning pack for the bubble will be planned with colleagues in the year group via PPA time in school or via PPA remotely if for any reason the teachers are self-isolating but able to work. This will to ensure consistency across the year/subject
 - Teachers will be aware which pupils may have limited access to devices and so will have liaised with the Administrative team about paper packs for pupils so they can still complete the work
- Providing feedback on work –
- How to return completed work (this will be added in to the top sheet for that bubble)
 - Teachers will add into learning packs how feedback will be given and the time limit for that work (e.g. only work returned by Friday at noon will receive feedback) and on what pieces of work
- Keeping in touch with pupils who aren't in school and their parents:
- Via a weekly Zoom call if a bubble is shut or a pastoral call once a week if a child is self-isolating using current guidance in the g drive re use of phones and no caller ID etc.
 - Teachers were not expected to answer emails outside of working hours if a bubble is closed but if a child is self-isolating they will respond within 48 hours to a parent enquiry
 - Any complaints or concerns shared by parents and should be forwarded to the Head
 - Any behavioural issues, such as failing to complete work will be forwarded to the Assistant Heads initially and to the head thereafter
 - Attending virtual meetings with staff, parents and pupil's teacher need to apply the school dress code in the school brochure and remember to be mindful of background noise, having nothing inappropriate in the background when linking up

If a bubble is closed and one teacher is in school and one isn't the workload will be agreed across the year group with one leading on the learning packs and one leading on the Zoom, Parent calls and any videos

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available for their usual working hours between Monday to Friday 8.50-3.00pm. 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 they are asked to support by the class teacher aren't in school with learning remotely by Zoom, call or video
- Attending virtual meetings with teachers, parents and pupils as required by the teacher (nb remember school dress code and appropriate background)

2.3 Subject leads and SEND Co

Alongside their teaching responsibilities, subject leads and the SEND CO are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- 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 being set an appropriate distance away from each other
- Monitoring the remote 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
- › Monitoring the effectiveness of remote learning –through regular meetings with teachers and subject leaders, reviewing work set and from reviewing 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 Safeguarding and on line safeguarding policies are adhered to and will respond to any breaches or Safeguarding concerns raised by teachers, pupils or Parents

2.6 IT staff

IT staff are responsible for:

- › Fixing issues with systems used to set and collect work -Partnership Education
- › Helping staff and parents with any technical issues they're experiencing - Year group IT confident staff is appropriate or Partnership Ed
- › Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer - Partnership Ed
- › Assisting pupils and parents with accessing the internet or devices - Year group teacher IT confident staff initially or Partnership Ed thereafter

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- › Be contactable during the school day if the teacher is in a closed bubble and is working from home or if they can be in school but the bubble cannot. They will not respond during the day if they are still teaching in a class
- › 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:

- › Make the school aware via the teacher's email address or the office if their child is sick or otherwise can't complete work
- › Seek help from the school if they need it and staff will point parents to suitable resources accordingly
- › Be respectful when making any complaints or 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 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 or SENCO Lisa Mallett or for EYFS Emma French
- › Issues with behaviour – talk to the relevant behaviour lead or the Assistant Heads
- › Issues with IT – talk to IT lead or SOM/SBM Jackie Vickers Claire Barnish Jo Tillin
- › Issues with their own workload or wellbeing – talk to the Head or Assistant Heads Jane Spencer Jackie Stringer Jackie Vickers
- › Concerns about data protection – talk to the data protection officer Claire Barnish
- › Concerns about safeguarding – talk to the DSL Jane Spencer

4. Data protection

4.1 Accessing personal data

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

- › Be guided by the School Office Manager and GDPR manager as to how to access any data such as on a secure via the cloud service or a server in the school's IT network
- › They will access necessary information via school email addresses or their school laptops, staff use not via their own personal devices

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as the office email address or teachers school 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, 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

All online e safety guidance for Parents/Carers in school will be made available to support this policy via the school website and additional information will be forwarded to Parents/Carers as updated during the current Covid period Oct 2020.

6. Monitoring arrangements

This policy will be reviewed after 4 months initially and then annually by the Head teacher and IT lead .It will be approved by the Governors Curriculum and School Improvement committee after each review.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding and Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy