

# Remote learning policy



## Tennyson Road Infant School

Safeguarding our children is our priority. All concerns must be reported to our Designated Safeguarding leads: Miss Hall, Mr O’Ceallaigh, Mrs Smith and Mrs Hilbourne.

<b>Approved by:</b>	Full Governing Body	<b>Date:</b> Nov 2020
<b>Last reviewed on:</b>	January 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

## 2. Roles and responsibilities

### 2.1 Teachers

When providing remote learning, teachers must be available between 8.50am and 3.10pm

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, by contacting the Head teacher, by telephone conversation directly.

When providing remote learning, teachers are responsible for:

- › Setting work
- › deciding what is needed to replicate the week in school
- › sending weekly timetables to Head teacher
- › sending daily work to parents through ParentApp/blog post on website, post on Tapestry-office and IT staff to assist as necessary
- › English, maths, physical activity and one foundation subject per day
- › If a teacher is self-isolating, agreement of activities is made via remote meetings
- › All staff to contribute to remote learning and to work on subject leader/Assessment/CPD activities during work hours unless absent/self-isolating due to illness
- › Children issued with home learning packs/books to be used in the event of self-isolation/local lockdown
- › Feedback to be given one week after return
- › List of children not engaging to be given to Head teacher on a weekly basis
- › Emails to children/families only to be made via ParentApp or using school email addresses
- › Phonecalls to families to be done fortnightly with an emphasis on Home Learning support/feedback and wellbeing. Vulnerable families will be supported and more frequent calls made by the safeguarding team.
- › Emails and phone calls are to be made during school hours 8.50-3.30pm
- › Any contentious/concerning contact with child/family must be reported to Head teacher
- › Any safeguarding issues to be put on CPOMS immediately
- › During lockdown, consistent bubbles are retained as far as possible. Key worker families made aware of how to navigate blended learning as they will attend school only when needed.
- › Weekly 'catch up' meetings through Zoom offered with all classes-permissions and safety agreements via ParentApp.

### 2.2 Teaching Assistants

When assisting with remote learning, teaching assistants must be available between 8.50am and 3.10pm

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, by contacting the Head teacher, by telephone conversation directly.

When assisting with remote learning, teaching assistants are responsible for:

- › Being on a rota as in June, perhaps being deployed to a different year group
- › Keeping in contact with their 1-1 child and family if applicable
- › Supporting remote learning by printing/collating/delivering hard copy packs to families
- › Teaching assistants during lockdown to be in consistent classes where possible
- › Teaching assistants who feel the risk is too great to be in school may be offered unpaid leave as furlough is not an option

### **2.3 Subject leads and SENDCo**

Alongside their teaching responsibilities, subject leads will oversee provision in their subject area

SENDCo will oversee provision for students with individual target plans and liaise with parents and teachers to adjust provision accordingly

### **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 responding to 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 all safeguarding procedures are adhered to, checks are made on children and concerns referred to social care

Please see our child protection policy and covid addendum.

### **2.6 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

### **2.7 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'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
- › 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
- › Issues with behaviour – talk to the senior teacher
- › Issues with IT – talk to IT staff
- › Issues with their own workload or wellbeing – talk to their line manager or contact well-being work life support team
- › Concerns about data protection – talk to the data protection officer
- › Concerns about safeguarding – talk to the DSL and record concern on CPOMS

## **4. Data protection**

### **4.1 Accessing personal data**

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

Access data on servers through school laptops

### **4.2 Processing personal data**

Staff members 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, 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

We have a Covid addendum to our Child protection policy. Procedures will remain robust to continue to safeguard children effectively.

## 6. Monitoring arrangements

This policy will be reviewed each term by the Head teacher. At every review, it will be approved by the 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
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy

Caroline Hall	Head teacher	January 2021
Richard Ball	Chair of Governors	January 2021