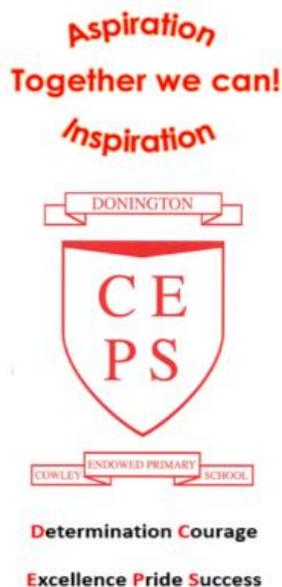


# The Donington Cowley Endowed Primary School

## Remote Learning Policy



**Approved by:** Teaching Staff **Date:** September 2023

**Last reviewed on:** September 2023

**Next review due by:** September 2024

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## 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

### 1. School's approach in response to Covid-19

From Autumn Term 2020 onwards, homework tasks will be provided via email and using our online learning platforms.

SLT will assess the need for these learning platforms throughout the year and will adapt them accordingly.

In the event of isolation as a result of Covid-19 this remote learning, equivalent to the formal learning in school, will be in place to ensure all children have access to high quality learning at this difficult time.

These arrangements will help all pupils to learn alongside their peers and help to prevent them struggling with lesson content when regular school activity resumes.

Content on the school website will be regularly updated to provide on-going support to compliment our remote learning platforms.

### 2. Roles and responsibilities

#### 2.1 Teachers

If a child is self-isolating, teachers will provide on-line work (or paper versions if they have been requested) within a day of the child self-isolating. This may be in form of feedback on work submitted via Purple Mash or the class email.

If a teacher is self-isolating, or if the bubble they work in is self-isolating, teachers must be available between 8.40am and 3.30pm.

If the teacher is 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 working remotely at home will need to provide online lessons for the children (where appropriate) to ensure consistency across groups of children.
  - Teachers will need to provide Maths, English (including phonics, where appropriate) and Topic lessons for each day.
  - These lessons will be shared on our online learning platforms (Purple Mash and myON)
  - The teacher will need to prepare an 'Instruction sheet', if necessary, to ensure that parents/carers at home can easily follow the lesson.
  - PPA will be available to all teachers when working remotely.

➤ Providing feedback on work:

- Children working remotely can email completed work into the home learning email via the class email, upload work onto Purple Mash or use the class blog.
- Where appropriate, feedback will be provided on work submitted remotely.
- Feedback between teacher and child will remain professional and in line with school's feedback policy.

➤ Keeping in touch with pupils and parents:

- Regular contact is made with parents via the class email, the class blog and newsletters – reminders will be given to share completed work remotely.
- Responses from staff will only be made during school hours.
- If a staff member has any concerns over something shared via remote learning they should follow normal safeguarding procedures.

➤ Attending virtual meetings

- Dress code – Teachers should always be wearing acceptable clothing when attending virtual meetings, as if working in school.
- Locations – Teachers should select a suitable location. Avoid areas with background noise, nothing inappropriate in the background and limit the number of people in the background where possible.
- Appropriate/professional language should always be used when attending virtual meetings.

Face to Face meetings will only happen where absolutely necessary – meetings will be held by phone call where possible or email using the absences email or enquiries email where applicable.

## **2.2 Teaching Assistants / Support Staff**

When assisting with remote learning, teaching assistants must be available for their normal contracted 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 assisting with remote learning, teaching assistants are responsible for:

➤ Supporting pupils who are not in school with learning remotely:

- Teaching Assistants will be notified about the children they are due to support

➤ Attending virtual meetings with teachers, parents and pupils:

- Dress code – teaching assistants should always be wearing acceptable clothing when attending virtual meetings, as if working in school.
- Locations – teaching assistants should select a suitable location. Avoid areas with background noise, nothing inappropriate in the background and limit the number of people in the background where possible.
- Appropriate/professional language should always be used when attending virtual meetings.

➤ Any further resource making / preparation needed for their bubble.

➤ Keep up to date with current guidance, including safeguarding and DfE updates.

## 2.3 Subject leads

Alongside their teaching responsibilities, subject leads 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 – ensuring all teaching staff have been made aware of the process of setting work online.
- Monitoring the effectiveness of remote learning – through regular meetings with teachers and subject leaders, reviewing work set or reaching out for 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:

- Monitoring any safeguarding concerns within school as per the safeguarding policy
- Monitoring any emails received from outside organisations such as Operation Encompass

## 2.6 IT staff (Ark)

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

## 2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although they may not always be in front of a device the entire time
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they are 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 not 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 class teacher, relevant subject lead or SENCO
- Issues with behaviour – talk to SLT
- Issues with IT – talk to IT support (Ark)
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DSL / Deputy DLSs

## **4. Data protection**

### **4.1 Accessing personal data**

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

- Use Purple Mash to ensure the data is secure, or where needing to send emails with data, always use the school email.
- Use school devices such as laptops and iPads

### **4.2 Processing personal data**

Staff members may need to collect and/or share personal data such as email addresses or phone numbers 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. Monitoring arrangements**

This policy will be reviewed annually by the SLT and the Governing Body. Additional adjustments may be needed in special circumstances.

## **6. Links with other policies**

This policy is linked to our:

- Behaviour Policy
- Child Protection / Safeguarding Policy
- Data Protection Policy
- ICT and internet acceptable use policy – staff and pupils
- Online safety policy