Remote learning policy

Downview Primary School
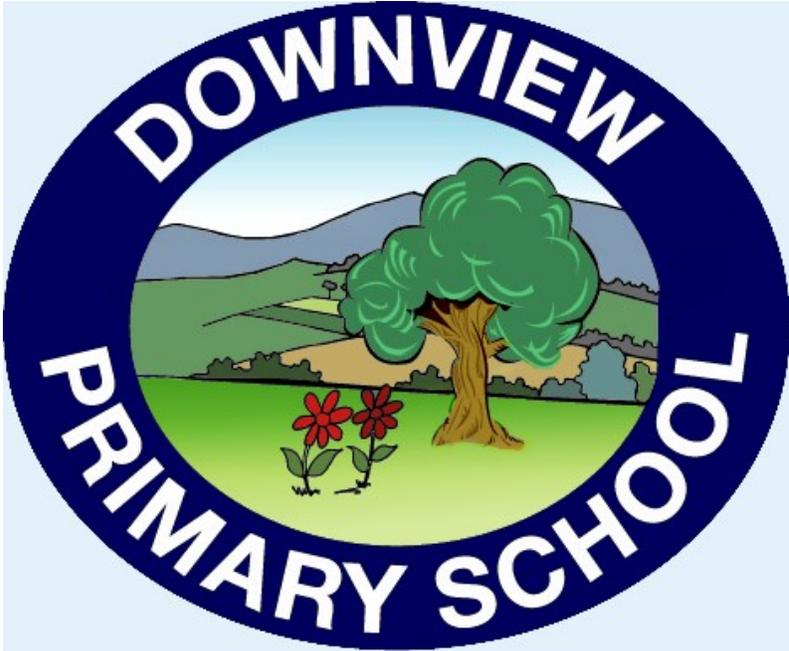
Approved by:	Governing Body	
Last reviewed on:	January 2021	
Next review due by:	January 2022	

Contents

1. Aims

This remote learning policy for staff aims to:

> Ensure consistency in the approach to remote learning for pupils who are not 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

Teachers

When providing remote learning, teachers must be available between 9am to 3pm. However there will be a comfort break taken mid-morning and a lunch break from 12.20pm to 1.20pm.

During the week teachers will be taking planning, preparation and assessment time (PPA). Parents will be notified of the day and time that queries and feedback will be offline.

If staff 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.

When providing remote learning, teachers are responsible for:

> Setting work for their year group

> Providing feedback on work

> Keeping in touch with pupils who are not in school

> Attending virtual meetings with staff which includes TDMs, SLT, DET and year group meetings

- o Dress code
- o Locations

Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9am to 3pm.

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.

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

> Supporting pupils who are not in school with learning remotely

> Attending virtual meetings with teachers

- o Dress code
- o Locations

SENCO

The role of our SENCO is responsible for co-ordinating remote learning for children with SEND across Downview Primary school.

The SENCO is 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 for SEND children

> Alerting teachers to SEND resources they can use to support learning remotely

Senior leaders

Senior leaders are responsible for:

> Monitoring the effectiveness of remote learning –through regular meetings with teachers, reviewing work set or reaching out for feedback from parents

> Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Designated Safeguarding Lead (DSL)

The DSL is responsible for ensuring that appropriate agencies are notified and arrange for regular safe and well-being checks via a telephone call from the DSL (record on CPOMS – school tracking system).

3. Who to Contact

Pupils and parents

Staff can expect pupils learning remotely to:

> Be contactable during the school day – although consider 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

> 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 unwell or otherwise cannot complete work

> Seek help from the school if they need it

> Be respectful when making any complaints or concerns known to staff

Governing body

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

4. Data protection

Accessing personal data

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

> They access the data from a secure cloud service or the school's shared server

> They use a school IT device, such as laptops rather than their own personal device

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.

Keeping devices secure

All staff members will take appropriate steps to ensure their device 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

Acceptable Use Policy

Please refer to the expectations outlined in the AUP regarding network etiquette, network security, physical security and wilful damage.

5. Monitoring arrangements

This policy will be reviewed annually. At every review, it will be approved by the full governing body.