Remote learning policy
Eastcroft Park Primary School

Approved by: Eastcroft Park Governing Body
Date: 19/06/2020

Last reviewed on: N/A

Next review due by: September 2020
1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the school’s approach to remote learning
- 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

Teachers will be available between 8.50am to 3.15pm Monday to Friday. 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.

Teachers are responsible for:

- Setting work:
  - Work will be set for year groups from Reception up to year 6 weekly covering at least the core subject areas, however opportunities to be creative, investigative or active should not be ignored.
  - Work shall be at very least 5 pieces per week (appropriate for even the very youngest children).
  - This work can be set in advance or daily.
  - Work should be uploaded to Seesaw unless it is inappropriate to do so (E.g. practical activities) or alternative arrangements have been made (E.g. submitted by email/recorded in an exercise book).
  - Work should be accessible for all pupils therefore appropriate differentiation should be applied to allow pupils to access tasks.
  - Work should predominantly be consolidation of previous learning, rather than new learning.
  - Additional work or activities may be set by subject leads to other year groups (e.g. PE/Art/Computing activities for the whole school. Assessment and feedback is the responsibility of the member of staff setting the work.
  - Ensuring that pupils have login details to password protected apps/sites such as Seesaw, Oxford owls free e-books, Times Tables Rockstars, Sumdog & Numbots.
Providing feedback on work:
- Staff will receive completed work from pupils on Seesaw digitally.
- Staff are to approve work of the appropriate quality and content, returning work to pupils if it is of an insufficient standard or content.
- Staff will provide feedback on the work they have set within a week at the very latest by adding feedback comments or prompt questions to drive learning.
- Feedback will be positive and constructive and there is no requirement to match written feedback policy in length or style.

Keeping in touch with pupils and parents:
- Staff should attempt to make regular (perhaps once per month) contact with pupils and parents, and this can be done via announcements/direct messages on Seesaw, e-mail (School e-mail account only, social media (school social media channels only) or phone call only using school telephone numbers to do so.
- There is no expectation for staff to respond to messages/emails from parents and pupils outside of working hours, although they may choose to do so.
- Any complaints or concerns shared by parents and pupils should be dealt with according to school policy where it applies – for any safeguarding concerns, refer to the section below.
- For students failing to complete work, reasonable attempts should be made to overcome any barriers. This should be reported to parents/carers when making contact with them.

Attending virtual meetings with staff, parents and pupils:
- All staff should adopt appropriate dress code for virtual meetings, as if they were attending in person.
- Staff should consider the locations of virtual meetings for appropriateness (e.g. avoid areas with background noise, nothing inappropriate in the background).

2.3 Subject leads
Alongside their teaching responsibilities, as outlined above, 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 to make sure work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set across subjects is appropriate and consistent.
- Monitoring the work set by teachers in their subject in line (where possible) with current school monitoring cycle.
- Alerting teachers to resources they can use to teach their subject.

2.4 Senior leaders
Alongside any teaching responsibilities, senior leaders are responsible for:
- Coordinating the remote learning approach across the school.
- Remote learning to be led by Computing lead.
- Monitoring the effectiveness of remote learning by periodically sampling tasks set by teachers and the quality of pupil work in response.
- Monitoring the security of remote learning systems, including data protection (GDPR compliance) and safeguarding considerations.

2.5 Designated safeguarding lead
The DSL is responsible for:

- Following the principles set out in part 5 of Keeping Children Safe in Education when managing reports and supporting victims of peer-on-peer abuse.
- Ensuring staff continue to act on any concerns they have immediately.
- Ensuring staff and volunteers are aware that this difficult time potentially puts all children at greater risk.
- Ensuring staff and volunteers will continue to be alert to any signs of abuse, or effects on pupils’ mental health that are also safeguarding concerns, and act on concerns immediately in line with the procedures set out in the child protection policy.

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 where possible.
- Reviewing the security of systems and flagging any data protection breaches to the data protection officer.
- Assisting pupils and parents with accessing the internet or devices wherever possible.

2.7 Pupils and parents

Staff can expect pupils to:

- Be contactable.
- Make reasonable attempts to complete work to the deadline set by teachers if there is one.
- 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 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 systems are appropriately secure, for both data protection and safeguarding reasons.

3. Who to contact

If staff have any questions or concerns, they should contact the following individuals:

- Issues in setting work – talk to the relevant subject lead or SENCO.
- Issues with behaviour – talk to the relevant member of senior leadership team.
- Issues with IT – talk to computing coordinator.
- 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.
4. Data protection

4.1 Accessing personal data
When accessing personal data, all staff members will:

➢ Staff can access the data, such as on a secure cloud service.
➢ Only school devices, such as laptops, iPads or phones should be used for this purpose rather than their own personal devices.

4.2 Sharing personal data
Staff members may need to collect and/or share personal data such as parent/pupil e-mail addresses or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn’t require explicit permissions.

While this may be necessary, 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

➢ Additional safeguarding information can be found in the updated child protection policy/Child protection policy coronavirus addendum.

6. Monitoring arrangements

This policy will be reviewed yearly by the computing lead, senior leadership team or headteacher. At every review, it will be approved by the full 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
➢ ICT and internet acceptable use policy
Online safety policy