Abberley Parochial V.C. Primary School
Rooted and grounded in love
Remote learning policy September 2020

Contents

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 8:30am and 3.45pm.
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 by calling Mr Turvey.

When providing remote learning, teachers are responsible for:
Insert details of responsibilities. This could include:
> Setting work – cover details like:
> - o Class teachers will set activites for children in their class.
> - o Each day, children should be set an English, mathematics and other subject learning activity.
> - o Learning resources should be available on the website by 9am on the morning of the learning.
> - o Learning should be outlined on the website, but links to other resources such as j2e or Microsoft or OneDrive, SharePoint is suitable.
> Providing feedback on work:
> - o For full bubble closure staff will connect with students via Teams for a reflection and feedback session at the end of the day.
> - o Written feedback can be provided through j2e.
> - o For individuals or groups isolating teachers will call and discuss learning with pupils over Teams or the telephone.
> Keeping in touch with pupils who aren't in school and their parents – cover details like:
> - o Contact should be maintained with pupils via Teams where possible. A laptop is available for staff to use.
> - o E-mail communication should continue to go through the head@ or office@ e-mail addresses.
> - o If pupils are failing to attend Teams sessions regularly, please refer to the headteacher who will call parents.
> Attending virtual meetings with staff, parents and pupils:
> - o Teachers should continue to dress is a professional manner for meetings and live sessions with pupils.

- o Teachers should be in a quiet location for lessons and meetings and consider the background of the room.
- ❯ Monitoring and sharing any safeguarding concerns:
  - o Reporting any safeguarding concerns directly to DSL.
  - o Recording concerns on CPOMS

2.2 Teaching assistants

When assisting with remote learning, teaching assistants should be available between 9.00am and 3.15pm
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 as outlined in the code of conduct.
When assisting with remote learning, teaching assistants are responsible for:
- ❯ Supporting pupils who aren't in school with learning remotely:
  - o Helping teachers to prepare resources
  - o Attending live lessons as required by the class teacher.
  - o Being available online for pupils who require additional support with learning shaed with class teachers.
  - o Teaching Assistants can support with additional resources or responding to questions or providing feedback with students.
- ❯ Attending virtual meetings with teachers, parents and pupils:
  - o Teaching Assistants should dress in a professional manner.
  - o Areas should be quiet and backgrounds to video streams should be considered.

2.3 Subject co-ordinators and SENCO

Alongside their teaching responsibilities, subject leads are responsible for:
Insert details, such as:
- ❯ Remote learning will focus on English, Maths, PSHE, PE, RE, Science, Geography and history. Art activities can be provided as an additional activity.
- ❯ Support teachings in meeting the curriculum requirements remotely.
- ❯ Collaborate to ensure that work set remotely is consistent.
- ❯ Review the learning being set remotely and support colleagues in maintaining effective learning.
- ❯ 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:
Insert details, such as:
- ❯ Co-ordinating the remote learning approach across the school
- ❯ Monitoring the effectiveness of remote learning by engaging with teaches, looking at the details on the website and in discussions in staff meetings
- ❯ Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:
- ❯ Ensuring that the safeguarding policy is complied with.
- ❯ Following up on safeguarding concerns approaching them with professional curiosity to discover more.
- ❯ Where necessary visiting the families at their home to follow up.

2.6 Pupils and parents

Staff can expect pupils learning remotely to:
- ❯ Join sessions on time as timetabled with parents.
- ❯ 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:
Here are some suggested issues and the most likely points of contact, but adapt and add to this as needed:
> Issues in setting work – talk to colleagues or JT
> Issues with behaviour – talk to JT
> Issues with IT – Talk to JT or contact IBS directly
> Issues with their own workload or wellbeing – talk to JT
> Concerns about data protection – talk to CS
> Concerns about safeguarding – talk to JT

4. Data protection
4.1 Accessing personal data
When accessing personal data for remote learning purposes, all staff members will:
> Store the required information on OneDrive or access the network remotely
> Ensure that pupils details or other personal information is not stored on personal equipment (Class teachers all have allocated class ipads which can be used for Teams. School laptops are available on request).

4.2 Processing personal data
Staff members may need to collect and/or share personal data 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
Staff members must apply the safeguarding measures outlined in the schools safeguarding policy with particular attending paid to the remote learning section.

6. Monitoring arrangements
This policy will be reviewed every two years. It will be approved by the curriculum committee or full governing body.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding Policy (including Child Protection)
- Data protection policy and privacy notices
- ICT and internet acceptable use policy