

Remote Learning Policy

Acton CEVC Primary School



Approved by:	Standards Committee	Date: November 2022
Last reviewed on:	October 2022	
Next review due by:		

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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 9am – 3pm. During this time, teachers will be delivering lessons to those children in school, which are simultaneously live-streamed to those children learning remotely.

If a 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:
 - Work should be set for their class
 - Setting a English/phonics, Maths and Foundation Subject task for each day
 - Ensuring that the tasks are available for children who are not taking part in the live lesson
 - Work should be uploaded onto the school's remote learning platform (Microsoft Teams)
 - Co-ordinating with other teachers, including those teaching in school, to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work
- Providing feedback on work:
 - Feedback should be shared on Microsoft Teams or Tapestry (EYFS) for work submitted via the remote learning platform
 - Feedback to be given in accordance to current practice.as close as possible to be date of submission.
- Keeping in touch with pupils who aren't in school and their parents:
 - Attendance during live lessons should be monitored and contact made with any children who are repeatedly absent.

- Contact should be made via Microsoft Teams, email (via Parentmail) or phone between the hours of 9am and 4pm. Communication from parents to teachers will be responded to between 9am and 4pm.
 - Any complaints or concerns shared by parents and/or pupils should be forwarded to the headteacher– for any safeguarding concerns, refer teachers to Section 5.
 - Class teachers will initially contact parents to address repeated behavioural issues. This may, if required, followed by a member of SLT.
- Attending virtual meetings with staff, parents and pupils:
- Dress code – this should be in accordance with the school dress code policy
 - Locations - avoid areas with background noise, nothing inappropriate in the background

2.2 SENCo

The SENCo is responsible for:

- ensuring that children with additional needs (and their families) receive appropriate support to access their learning and any statutory requirements are fulfilled (in the case of an EHCP)
- .working with class teachers to ensure that appropriate work is being set for children with additional needs.

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
- 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 – J. Gray (HT) is the assigned member of staff to lead this.
- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing recorded lessons, 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

See Safeguarding and Child Protection policy and Covid-19 addendum

2.6 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day via Teams or phone
- Complete work to the deadline set by teachers
- Seek help if they need it from teachers

- › 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 via the school office or Inclusion Manager
- › Be respectful when making any complaints or concerns known to staff

Further details can be found in the school's Remote Learning Home School Agreement.

2.7 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 – Remote Learning Lead (J. Gray) or SENCo
- › Issues with behaviour – Remote Learning Lead (J. Gray)
- › Issues with their own workload or wellbeing – J. Gray
- › Concerns about data protection – Data Protection Officer (B. Moulton)
- › Concerns about safeguarding – DSL/Deputy DSL

4. Data protection

4.1 Accessing personal data

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

- › Use the established secure cloud service e.g. Microsoft Teams and Tapestry
- › Unless in the case of an emergency e.g. loss of internet access through the school Wifi network; staff should only access this data on password protected school issue devices. Personal devices should not be used.

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

Refer to the school's Safeguarding and Children Protection Policy and Covid-19 addendum.

6. Monitoring arrangements

This policy will be reviewed annually by J. Gray, Remote Learning Lead. At every review, it will be approved by the Standards Committee

7. Links with other policies

This policy is linked to our:

- Behaviour policy and Covid-19 addendum.
- Safeguarding and Child protection policy and Covid-19 addendum.
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy

Summary of changes to Policy		
Date	Section	Change
October 2022	2.2	Removal of 'Inclusion Manager'
October 2022	2.4	J. Gray (DHT) changed to (HT)
	3	J. O'Neill removed/replaced with J. Gray Data Protection Officer changed to B. Moulton
	6	Policy approval changed from 'Attainment Governor' to 'Standards Committee'