PENSHURST CE PRIMARY SCHOOL

Remote Learning Policy

File name:	Current version revised:	Statutory:
Remote Learning Policy	**Autumn 2020**	No
Policy Owner:	Next revision due:	Review period:
Teaching & Learning Committee	**Autumn 2021**	Annual
Approved by the Governing Body on Signed by the Chair of Governors: ……………………………………………………………………. Signed by the Headteacher: ………………………………………………………………………		

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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

> Remote Learning : Pastoral Care – Mrs S Elliott

> Remote Learning – Teaching and Learning – Mr G Harris

> SENCO – Mrs Jude Mulford

2.1 Teachers

When providing remote learning, teachers must be available between [8.30am – 4pm].

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. (see Staff Absence Policy_

When providing remote learning, teachers are responsible for:

> Setting work

   o   Teachers will set work and upload this to the necessary online platforms for the children in their class.

   o   There should be sufficient work for pupils to be involved in learning as they would do in school (9am – 3pm) with breaks.

   o   Work should be set by the day before at the very latest.

   o   Pupils will complete work on online platforms (My Maths, Bug Club etc) and will upload documents to their One Note folders.

   o   Teaches are expected to co-ordinate learning with the Remote Learning Lead : Mr G Harris

> Providing feedback on work – cover details like:

   o   Work in folders can be commented on via email (email to parents not child)

   o   Feedback using online platform (My Maths) if appropriate.

   o   Feedback should be timely and relevant to the work submitted.

- Keeping in touch with pupils who aren't in school and their parents – cover details like:
    - Teachers should keep in regular contact with pupils via email, telephone calls or zoom calls.
    - Teachers are expected to answer emails within the working school day (8.30am – 4pm)
    - If a teacher has concerns over any aspect of home learning they should discuss this with the Senior Leadership Team (S, Elliott, G. Harris, K.Foy or J. Mulford)
    - When work has not been completed teachers should discuss this will Remote Learning Lead.
- Attending virtual meetings with staff, parents and pupils
    - Dress code – following the schools dress code
    - Locations : avoid too much background noise, the background should be appropriate and professional and all taking part in the call should behave appropriately and professionally.

If teachers will also be working in school and delivering lessons then SLT to oversee the setting of online work.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9am and 3pm – or the hours for which they are employed. 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:

Insert details of responsibilities. This could include:

- Supporting pupils who aren't in school with learning remotely –
    - Supporting pupils who are on the school's SEN register
    - Supporting pupils who may have challenges accessing remote learning.
- Attending virtual meetings with teachers, parents and pupils –
    - Dress code – smart at all times – reflecting the school's dress code
    - Virtual meetings (Zoom calls) should be held in an appropriate and safe space.

If a teaching assistant is required to work in school then SLT will direct them and provide them with appropriate activities or tasks.

2.3 Subject leader

Subject leaders across the school will support staff when creating activities or tasks for online learning.

Alongside their teaching responsibilities, subject leads are responsible for:

The Subject Leader will:

- Consider whether any aspects of the subject curriculum need to change to accommodate remote learning
- Work with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Work 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
- Alert 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:

> Geoff Harris :

> Co-ordinating the remote learning approach across the school –

> Monitoring the effectiveness of remote learning – through virtual 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:

- Safeguarding issues throughout the school

2.6 IT staff (Eis)

IT staff are responsible for:

Insert details, such as:

> Fixing issues with systems used to set and collect work

> Helping staff 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 we understand 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'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 – if you know of any resources staff should point parents towards if they're struggling, include those here

> 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:

> School Management, pastoral concerns : Sue Elliott, Headteacher

> Issues with their own workload or wellbeing – Sue Elliott, Headteacher

> Remote Learning: Geoff Harris (gharris@penshurst.kent.sch.uk)

> SEN – Jude Mulford (jmulford@penshurst.kent.sch.uk)

> Concerns about data protection – Sue Elliott (headteacher@penshurst.kent.sch.uk)

> Concerns about safeguarding – talk to the DSL : Sue Elliott or Jude Mulford (headteacher@penshurst.kent.sch.uk or jmulford@penshurst.kent.sch.uk

4. Data protection

4.1 Accessing personal data

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

Explain:

> Use equipment (laptop) provided by school – do not use personal laptops or computers for accessing school/pupil information.

4.2 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. As long as this processing is necessary for the school's official functions, individuals will not 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 secureAll 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

The school's safeguarding policy is available on KLZ and on the school's website.

6. Monitoring arrangements

This policy will be reviewed every 3 months – or if there is a change in information from central government by the Headteacher.. At every review, it will be approved by the Teaching and Learning committee.

7. Links with other policies

This policy is linked to our:

> Behaviour policy

> Child protection / safeguarding policy and coronavirus addendum to our child protection policy

> Data protection policy and privacy notices

> ICT and internet acceptable use policy

> Online safety policy