Remote learning policy

Carlton Digby School

Approved by:	Head Teacher	**Date:** December 2023
Last reviewed on:	December 2023	
Next review due by:	December 2025	

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 8.45am and 3.45pm, with one hour taken for lunch.

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 providing remote learning, teachers are responsible for:

> Setting work for the pupils within their class, if teachers are part time this may be done in conjunction with another teacher. Each week will have a clear overview of lessons/activities and any identified timeslots for 'live' online learning identified for individuals. Three lessons/activities should be provided per day, as outlined on the weekly home learning timetable as distributed by curriculum TLR holders.

> Lesson plans should be sent out to families for the following week by 3.45pm on a Friday.

> Providing frequent, clear explanations of new content, delivered by a teacher in the school or through high-quality curriculum resources or videos

> Any work and overviews should also be saved onto the system in case of absence to allow continuity of provision to be picked up by another teacher. These should be saved in V:\Curriculum and schemes of work\COVID Home learning\Class lesson plans

> Feedback should be collated from the families on a Friday morning, this will allow for new activities for the following week to be differentiated and skills built on as appropriate. This can be completed utilising the 'feedback form for families' template. Families can arrange to send this back via email, class dojo, TEAMs or over the phone with a member of class staff.

> Keeping in touch with pupils who are not in school and their parents, this continues to be highly important. At least one weekly 'live' video session utilising TEAMs should take place between the teacher and pupil, if this is not possible a phone call may be necessary. Always consider professionalism of your approach and any background images during these live sessions and encourage the parent to be present to 'check in' with the teacher.

> Messages from families via class dojo should be answered as normal, this is not expected to be happening outside of working hours.

> Any safeguarding concerns, data protection concerns or complaints should follow the appropriate school policies for these areas and the HT or DHT will be available by phone each working day.

> Directing their class support staff as appropriate to engage pupils in online learning (e.g. reading stories, sharing number songs, playing phonics or communication games or making resources required for home learning activities as required).

> All staff will be expected to attend a whole school weekly briefing on Microsoft Teams and at least one class briefing per week in the same manner. Meetings will be organised to be accessed in this manner or through an online training portal and shared with staff. Attendance in these briefings and meetings will equate to a daily 15-minute break within the working hours previously outlined.

2.2 Support Staff

When assisting with remote learning, support staff must be available between 8.45 and 3.45 with 30 minutes for lunch.

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:

> Supporting pupils who aren't in school with learning remotely via TEAMs. They may share stories, number songs or other activities as directed by the class teacher. Always consider professionalism during these live sessions and encourage the parent to be present to 'check in' with them also.

> Attending virtual meetings with teachers, parents and pupils.

> Creating and making resources as directed by the class teacher.

> If pre-agreed with school and correct insurance is in place support staff may be utilised to deliver materials to families' door stops – following social distancing procedures.

> All staff will be expected to attend a whole school weekly briefing on Microsoft Teams and at least one class briefing per week in the same manner. Meetings will be organised to be accessed in this manner or through an online training portal and shared with staff. Attendance in these briefings and meetings will equate to a daily 15-minute break within the working hours previously outlined.

> Any safeguarding concerns, data protection concerns or complaints should follow the appropriate school policies for these areas and the HT or DHT will be available by phone each working day.

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 delivering their subject remotely to ensure all work set is appropriate and consistent

> Working with department TLR holders, other subject leads and senior leaders to ensure 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 by carrying out quality assurance checks on planning saved to the school system, offering support as required.

> Alerting teachers to resources they can use to teach their subject remotely and ensure successful activities are shared between teachers, encouraging joint planning to reduce teacher workload.

2.4 Senior leaders including TLR holders, AHT, DHT and HT

Alongside any teaching responsibilities, senior leaders are responsible for:

> Co-ordinating the remote learning approach across the school

- Monitoring the effectiveness of remote learning through regular discussion with class teachers, pupils and their families.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for taking the lead on safeguarding children on roll and child protection. Their responsibilities are outlined in full within the school's current Child Protection Policy which is reviewed and updated regularly.

2.6 IT staff

IT staff are responsible for:

- Maintaining systems and fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they are experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting all staff with accessing devices, and supporting staff to assist families and pupils with accessing the systems being used to set and collect work
- Ensuring school devices provided for pupils have appropriate settings or restrictions and programs enabled
- Ensuring a distribution record of the school devices for pupils and staff is held and kept up-to-date
- Ensuring school devices are returned to school when no longer required at home
- Ensuring security checks are completed to ensure they are clear of personal information and viruses
- Always being available by **phone and email** on contracted working days to support with IT problem solving
- Installing antivirus and anti-spyware software

2.7 Pupils and parents

Staff can expect pupils who are learning remotely to:

- Be contactable during the school day –do not expect that they will always be in front of a device the entire time
- Complete as much work as possible to the deadline set by teachers
- Seek help if they need it, from teachers or support staff
- Alert teachers if they're not able to complete work

Staff can expect parents whose children are learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if needed it in order to access Microsoft TEAMs, Class Dojo, websites directed to by staff or if they need support in accessing devices to complete tasks.
- Communicate appropriately with staff about issues or concerns during this period
- Feedback to teachers about their child's achievements and progress to ensure appropriate setting of future work

2.8 Governing Body

The governing body is responsible for:

> Monitoring the school's approach to providing remote learning to ensure education remains at an appropriately high quality

> Ensuring staff capability to ensure 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 – talk to the relevant department TLR and/or AHT

> Issues with behaviour – talk to the relevant department TLR and/or AHT

> Issues with IT – speak with a member of SLT in order to put you in contact with the appropriate timely person

> Issues with their own workload or wellbeing – talk to their line manager this may be class teacher, AHT, DHT or HT.

> Concerns about data protection – talk to the data protection officers either DHT or HT.

> Concerns about safeguarding – talk to a DSLs The DHT and HT are always available in working hours by phone. 'My Concern' notifications are also picked up daily by the leadership team.

4. Data protection

4.1 Accessing personal data

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

> Access school data on a secure cloud service such as one drive or the school server via VPN connection

> School devices should be used for the bulk of remote learning where possible. On occasion- Secure servers, video calls and online working documents may need to be accessed using staff members own devices. No data should be saved to these personal devices at any time.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as log in details, email address and passwords 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. Staff will withhold any personal data, e.g. phone number and teacher email address.

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 itself if left inactive for a period of time

> Not sharing the device among family or friends

> Keeping operating systems up to date – always install the latest updates

5. Safeguarding

Please view the schools Child Protection Policy in full. Any concerns should be directed immediately to the DSL.

6. Monitoring arrangements

This policy will be reviewed by the senior leadership team annually unless required more frequently.

At every review, it will be approved by the governing body.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy