

GRIFFIN PARK PRIMARY SCHOOL



REMOTE LEARNING POLICY

Contents

1. Aims.....	2
2. Roles and responsibilities.....	2
3. Who to contact	5
4. Data protection.....	5
5. Safeguarding	6
6. Monitoring arrangements.....	6
7. Links with other policies	6

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 9.00-3.30

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.

When providing remote learning, teachers are responsible for:

- ✚ Setting work –
 - For their own class (and if agreed due to extenuating circumstances other classes too)
 - Three lessons minimum a day on Kidblog. At least one lesson via Zoom daily, this can be split into groups, if preferred.
 - Lessons must be linked to year group expectations and follow on in planning in usual sequencing. Consider differentiation, challenge and support for pupils.
 - This sessions should go live at 9am and then at lesson times throughout the day.
 - The work will be uploaded onto Kidblog
 - Work using CGP and Collins workbooks are also to be sent home and linked to lessons on Kidblog where appropriate. This will ensure that children who do not have good access to devices still have learning. Additional sheets in work packs will link to the work planned for, and will support children with limited access to devices.
 - Additional content such as story reading or links to cultural experiences may continue to be added but are additional to expectations for the children and do not count as lessons.

- Staff should be mindful of the expectation of resources asked for in lessons.
- PPA will be arranged between teachers.

Feedback:

- Work should be uploaded to Kidblog by photograph or by typing in responses
- This work should be marked within the lesson where possible, or by the next day
- Feedback should be considered-if a child has sent a page of Maths please ensure this work is looked at, not just commented on
- Feedback can be private or shared to the class depending on the appropriateness
- Feedback can be verbal in live sessions or recorded if preferred

Keeping in touch with pupils who aren't in school and their parents:

- A register must be kept each day of which children engage with the learning
- Children who do not log on in a whole week must be contacted by the class teacher and a record of this contact kept on CPOMs
- Parents can contact teachers through the class email
- Teachers should not be expected to respond to emails out of working hours
- Any safeguarding concerns must be recorded on CPOMs as usual and speak to the DSL
- Children who do not complete work must be encouraged and given individual advice where possible

Attending virtual meetings with staff, parents and pupils:

- Teachers will hold a minimum of a daily virtual meeting with their children. This can be split into smaller group teaching sessions if teachers prefer, but each child must have access to 5 sessions.
- Teachers must dress appropriately and present themselves in a professional manner
- Teachers must be mindful of their location in meetings, where they will not be distracted and have an appropriate background to their call

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between their usual contracted working hours.

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 – cover details like:

- Children they work with on a regular basis
- Helping them with work
- Supportive feedback
- Checking on well-being

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 – if you've assigned one member of staff to lead on this, highlight them here
- ✚ Monitoring the effectiveness of remote learning – explain how they'll do this, such as through regular meetings with teachers and subject leaders, reviewing 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

The DSL is responsible for:

- Safeguarding all children
- Supporting families in need or crisis
- Keeping regular contact with families of vulnerable children
- Having virtual meetings with children you have serious concerns about

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
- ✚ Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- ✚ Assisting pupils and parents with accessing the internet or devices

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- ✚ Be contactable during the school day – although consider 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
- ✚ 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:

- ✚ Issues in setting work – talk to the relevant subject lead or SENCO
- ✚ Issues with behaviour – talk to the relevant head of key stage
- ✚ Issues with IT – talk to IT staff
- ✚ Issues with their own workload or wellbeing – talk to their line manager
- ✚ Concerns about data protection – talk to Mrs Gohil
- ✚ Concerns about safeguarding – talk to the DSL

4. Data protection

4.1 Accessing personal data

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

- ✚ Access data through school files
- ✚ Use devices provided and encrypted by school not their own devices

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 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

Please refer to the latest version of the Safeguarding Policy which everyone has read and signed in September 2020. Please refer any questions to Lesley Otter DSL.

6. Monitoring arrangements

This policy will be reviewed annually or more frequently if necessary by Catherine Clayton-Young Headteacher and the Curriculum Subcommittee of the Governing Body. 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
- ✚ Safeguarding Policy and coronavirus addendum to our child protection policy
- ✚ Data protection policy and privacy notices
- ✚ Home-school agreement
- ✚ ICT and internet acceptable use policy
- ✚ Online safety policy