Remote Learning Policy

Cockfield Primary School

Approved by:	Craig Hopper	Date: November 2020
Last reviewed on:		
Next review due by:	February 2021	

1. Aims

This remote learning policy for staff aims to:

> Ensure consistency in the approach to remote learning for pupils

> 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 will be available between 8:30am and 4:00pm

(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

> In the event of PPA cover Teacher isolating- they must provide work for the classes they would normally cover

> Part Time Teachers will provide work for their contracted days

> In the event of an individual pupil has to isolate, a work pack will be emailed, posted, collected or delivered to their address.

> In the event of a whole class bubble isolating, the class teacher will immediately switch to posting work on our Online Learning Platform.

> In the event of a whole school closure, all teachers will immediately switch to online learning.

> The amount of work they need to provide

> Maths and English lessons will be provided daily, while two foundation subjects will be offered each afternoon

> When this work needs to be set

> All work will be uploaded onto the Learning Platform the night before

Providing feedback on work:

> Teachers will receive feedback from children in different formats as outlined in our letter to parents.

> For children who engage on the learning platform teachers will provide instant feedback through the posts tab

> For photographic and workbook exercises teacher will reply via email or with using the schools marking policy.

Keeping in touch with pupils who are not in school and their parents/carers:

   o The Head Teacher or Office Manager will keep in touch with disadvantaged and vulnerable children on behalf of the Teacher, to reduce teacher workload.

   o Emails will be answered between the hours of 8:30am and 4:00pm

o   Any concerns, complaints or Safeguarding issues will be reported immediately to the Head Teacher.

o   Children will be provided with Laptops from school where requested. Learning packs will be offered to those who do not have internet access.

2.2 Teaching assistants

When supporting remote learning, teaching assistants must be available between 9:00am and 3:00pm

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 supporting remote learning, teaching assistants are responsible for:

o   Advising Teachers on work being set for intervention groups, or individual support children

o   Locating and producing resources

o   Supporting Teachers with responding to emails and queries from parents

2.3 Subject leads (including SENDCO)

Alongside their teaching responsibilities, subject leads are responsible for:

> Individual teachers will liaise with the Subject leaders to ensure subject material is appropriate and covers the objectives in our Curriculum.

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

> Co-ordinating the remote learning approach across the school – Ms. Kathryn Heatherington

> Understanding how approaches to remote learning are integrated into the wider curriculum design

> Monitoring the effectiveness of remote learning –through regular meetings with teachers and subject leaders and reviewing work set

Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

Please refer to our school website for our Safeguarding Policy

2.6 IT staff / Computing lead

IT staff are responsible for:

> Fixing issues with systems used to set and collect work

> Helping staff and parents with any technical issues they may experience

> 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
> Complete work to the deadline set by teachers
> Seek help if they need it, from teachers or teaching assistants
> Alert teachers if they are unable 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 and timely when making any complaints or concerns known to staff

2.8 Governing body

The governing body is responsible for:

> Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible and is integrated into the wider curriculum design
> 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:

> Issues in setting work –relevant subject lead or SENDCO
> Issues with IT –Office Manager /Computing leader- Mrs. Steph Harrison/Antonia Lynn
> Issues with their own workload or wellbeing – Head teacher Ms. Kathryn Heatherington
> Concerns about data protection – DPO Antonia Lynn
> Concerns about safeguarding –DSL Ms. Kathryn Heatherington

4. Data protection

4.1 Accessing personal data

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

> The only staff who will have access to personal data such as email addresses and phone numbers are as follows:

Mrs. Steph Harrison

Ms. K Heatherington

Mrs. A Lynn

The above data has been shared via secure Office 365 Email and is not stored on external devices.

> Please see our website for relevant policies.

4.2 Processing personal data

Head Teacher/Office Manager and Computing Lead may need to collect personal data, such as email addresses, as part of the remote learning system.

Staff are reminded to collect as little personal data as possible online and to use school communication systems, not personal details or devices.

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 see policy section on our school website

6. Monitoring arrangements

This policy will be reviewed Termly by Head Teacher and Computing Lead. At every review, it will be approved by Mr. Craig Hopper.

7. Links with other policies

This policy is linked to our:

> Safeguarding policy

> Data protection policy and privacy notices

> Laptop Loan agreement

> ICT and internet acceptable use policy

> Online safety policy

> Remote Learning Information for Parents

> Plans for Remote Learning