



Remote learning policy

Remote learning policy

Red Hall Primary School

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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

The Head will have overall responsibility in ensuring that the remote learning is linked to the Early Years Curriculum and National Curriculum. They will monitor the quality of the offer alongside the Deputy Head. They will provide feedback to staff to help further improve the offer. They will report to the Governing Body on the uptake and quality of the offer. They will help ensure that where families are struggling to access the remote learning that solutions are provided (e.g. loan of device, SIM card for internet connection, provision of Government funded device)

Phase leaders will have a responsibility for the delivery of the remote learning offer. They will ensure that it matches the curriculum maps as well as the in school learning offer. They will collaborate closely with staff members working in school to ensure there is a parity of the offer.

The Computing Lead will help to ensure that staff are supported and able to respond to queries from families. They will provide training for staff. They will provide technical assistance to staff and families. They will create useful films, PPTs and fact sheets to help respond to frequently asked questions. They will liaise with RM when necessary.

2.1 Teachers

When providing remote learning, teachers must be available between 8.30am -3.30pm.

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:
 - This will be for a year group they are familiar with
 - Literacy, maths, reading as well as foundation subject
 - This will be set each morning by 9am.
 - SeeSaw will be used for Nursery to Y3/4. Teams will be used for Y5/6
 - They will speak with their colleague in school at least once a week to ensure that the offer remains consistent.
- › Providing feedback on work:
 - This will be completed on Seesaw using the feedback buttons, or the like buttons
 - Teams will be used to provide scoring and feedback to students
- › Keeping in touch with pupils who aren't in school and their parents/carers
 - Contact to be made once a week and reported on CPOMs where there are concerns
 - Emails to be responded to between 8.30am – 3.30pm



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- Escalation and reporting of any safeguarding concerns follows the usual CPOMs reporting procedure as set out in the Child Protection and Safeguarding policy.
- Concerns about a child's conduct during a live lesson will be reported to a member of SLT. The Behaviour Policy will be adhered to
- Attending virtual meetings with staff, parents and pupils
 - Code of conduct policy is still adhered to
 - Staff will ensure they are in location that enables them to work quietly and without interruption

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between their normal contracted 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:
 - By phoning and offering advice and help
 - Creating packs of work to support IEPs and learning that is bespoke for their needs
 - Being present in live lessons (as pre-arranged)
- Attending virtual meetings with teachers, parents and pupils – cover details like:
 - Code of conduct policy is still adhered to
 - Staff will ensure they are in location that enables them to work quietly and without interruption

2.3 Subject leads and SENDCo

Alongside their teaching responsibilities, subject leads are responsible for:

- Ensuring that the needs of children with additional needs are well met and that they can access the learning offer. Providing support and advice for staff where this may be needed.
- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent
- Alerting teachers to resources they can use to teach their subject remotely

2.4 SLT

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 meetings with teachers and subject leaders, reviewing work set and reviewing 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:

- Responding to any safeguarding concerns that are raised by members of staff during remote learning.



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2.6 Computing lead

The computing lead is 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
- › Liaise with RM to provide school with further assistance and support

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 – 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
- › Refrain from screenshotting or copying any information, posts and share on any other media platform outside of the Seesaw and Office Team 365 Apps.

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 phase leader or SENDCo
- › Issues with behaviour – talk to phase leader or Deputy Head
- › Issues with IT – talk to Computing Lead
- › Issues with their own workload or wellbeing – talk to their line manager, Mental Health Champion, Deputy Head or Head
- › Concerns about data protection – talk to the data protection officer (School Business Manager)
- › Concerns about safeguarding – talk to the DSL

4. Data protection

4.1 Accessing personal data



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

- › Access the data on a secure cloud based system (e.g OneDrive or CPOMs)
- › Data cannot be stored on a personal device

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

Further advice can be found in the article: [GDPR and remote learning](#).

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. Monitoring arrangements

This policy will be reviewed bi-annually by a committee of the Governing Body.

6. Links with other policies

This policy is linked to our:

- › Behaviour policy
- › Child protection policy
- › Data protection policy and privacy notices
- › Home-school code of conduct for remote learning
- › ICT and internet acceptable use policy

7. Links with DfE Guidance

- [The Coronavirus Act 2020 Provision of Remote Education \(England\) Temporary Continuity Direction – Explanatory Note](#)
- <https://www.gov.uk/guidance/adapting-teaching-practice-for-remote-education>
- <https://www.gov.uk/government/publications/remote-education-good-practice>



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APPENDIX 1 – Remote learning code of conduct

Red Hall Primary School Online Lesson Code of Conduct

As part of our remote learning offer, teachers will be presenting live lessons using Teams. All students are expected to adhere to the following rules and expectations to ensure the best possible learning environment throughout all online learning sessions. This is to ensure that we have an “E-Safe” environment that also adheres to GDPR (Data protection) rules.

E-Safety Rules – For Parents and Children

- **Do not** at any point take a picture of the screen.
- **Do not** share the Meeting ID with anybody outside of your class.
- **Parents-** if you have a question for the teacher, please contact them via their year group email. Working hours are 8.30am – 3.30pm.

Before the Lesson

- Never enter, or attempt to enter, a Teams lesson using the name of another student or staff member.
- You will need to identify who you are. We will not admit you to the lesson if we can't see your name or this name is not known to us. Only enter the child's **first name** in the box.
- Arrive on time for the lesson. You will be admitted to the “waiting room” before being admitted to the lesson. Waiting room can be entered 10 minutes before the lesson begins.
- Mute your microphone unless you are asked to turn it on.

During the Lesson

- At the beginning of the lesson the ground rules will be discussed.
- A parent or guardian will be present or close by, where feasible.
- If possible, please switch on your video – we want to see all of your faces!
- It is best that the background is blurred or background image is presented.
- Try to find a place where there will be limited interruptions
- Remember this is a virtual classroom, so all the normal classroom rules apply.
- Any behaviour that breaches our normal Behaviour Policy may result in the child being removed from the lesson. This will be followed up using our Behaviour Policy.
- Show respect for everyone in the online classroom
- Parents can listen in on lessons, support their pupils but should not ask questions or speak for their child
- Two members of staff will be present during live streaming.

After the Lesson

- Usually, after the lesson, your teacher will put your work online for you to access. They will let you know during the lesson what they expect you to complete.



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Please complete the consent below and return to your year group email.

We look forward to seeing you virtually over the next few weeks.

We know that this is a new way of working and anticipate there may be a few teething problems as we begin to use this. Please be patient with us as we try to support learning in a new way.

If you experience any problems, please don't hesitate to get in touch via the year group email or by phoning school.

Regards,

Mrs Tomlinson

Name of child:	
Please V	
	I give consent for my child to participate in a live streamed lesson.
	I will not film, record, photograph or distribute any part of the live streamed lesson.
	An adult will be present or close by whilst the live streamed lesson is occurring.
	I will help to support my child by providing a quiet, space that is free from distraction