St Luke's CEVA Primary School
Remote Learning Policy 2020

We are a Christian school that serves a diverse community and works in partnership with parents to develop the whole child.

Approved by:	HT Matt Hipperson	**Date: 12/10/2020**
CoG		
Last reviewed on:	NA	
Next review due by:	11/10/2022	

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

We have tried to include as much detail as possible when explaining the responsibilities below, if situations arise which are not covered by this guidance please raise with your line manager.

2.1 Teachers

When providing remote learning, teachers must be available between 8.30 – 3.30

If you are unable to work for any reason during this time, for example due to sickness or caring for a dependent, you should report this using the normal absence procedure. Please see your staff handbook for guidance on this.

When providing remote learning, teachers are responsible for:

- Setting work –
    - Provide work for your class and as needed and agreed other classes within the school.
    - Work that would be covered in a normal school day, 1x maths lesson, 1x handwriting lesson, 1 x GPS lesson, 1 x Reciprocal reading lesson, and 2 x topic lessons (1 to include writing to cover literacy outcomes.
    - Work will need to be set by 08.50am on the day.
    - Providing a morning registration and information session at 9.00am on Google meets to outline work set for the day and answer any questions from pupils.
    - There should be at least two 'live' lessons per day, a maths lesson to follow on from the morning registration at 9.00am and a reciprocal reading lesson at a later point in the morning for KS1/2 and daily videos for EYFS..
    - Work should be uploaded to Google classroom for KS2 and the school website for EYFS and KS1.
    - Coordinating with other teachers, including those teaching in school, to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work.
    - Ensuring the work set provides the support and challenge necessary to support all children in the class.
- Providing feedback on work:
    - Completed work from pupils will be submitted via Google classroom for KS2 and via class email for KS1 / EYFS.
    - Feedback to pupils will come in the form of, written comments via Google Classroom, scores from multiple choice questions and verbal feedback via Google Meets.
    - Feedback on work should be in line with the schools feedback policy and in the case of live lessons on Google Meet should be 'live' and in lesson.
- Keeping in touch with pupils who aren't in school and their parents
    - Contact should be every day via the registration meeting at 9.00am and live lessons for maths and reading. If children are not present then parents should be rang to ascertain the reason why they are not – names of students not in the online start of day should be given to SLT/office staff to follow up.
    - Emails can also be used for this purpose but emails should not be answered outside of regular working hours.
    - If there are any complaints or concerns shared by parents and pupils please follow the applicable school policy– for any safeguarding concerns see the section below.

- Behavioural issues should be dealt with via the school behaviour policy, failure to complete work should be noted and reported to parents.
- Attending virtual meetings with staff, parents and pupils:
  - Dress should confirm to the staff dress code outlined in the staff handbook.
  - Locations - please avoid areas with background noise and ensure their nothing inappropriate in the background if you are holding these at home. Staff should use the 'blur background feature on Google Meet to ensure privacy and for their safeguarding.

There will be an agreed strategy for teachers working at home and working in school, with agreement of who will be covering what responsibilities above during this time to ensure a fair workload and work life/balance.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between their normal 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. Please see your staff handbook for guidance on this.

When assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely:
  - Via Google Classroom, email feedback and Google meet.
  - Support will be in the form of written feedback and live one to one or small group sessions to ensure the pupils can access the learning.
- Attending virtual meetings with teachers, parents and pupils:
  - Dress should confirm to the staff dress code outlined in the staff handbook.
  - Locations - please avoid areas with background noise and ensure their nothing inappropriate in the background if you are holding these at home. Staff should use the 'blur background feature on Google Meet to ensure privacy and for their safeguarding.

There will be an agreed strategy for teaching assistants working at home and working within school, with agreement of who will be covering what responsibilities above during this time to ensure a fair workload and work life/balance.

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
- Working 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
- 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
- Monitoring the effectiveness of remote learning – 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 (DSL)

The DSL is responsible for: Safeguarding in line with the school safeguarding policy – see website

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
- Attend the 9.00am registration meeting for their class.
- 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:

- Issues in setting work – talk to the relevant subject lead or SENCO
- Issues with behaviour – talk to the relevant head of phase or SENCO
- Issues with IT – log on adept issue tracker talk to DS, CK or DB.
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DSL or deputy (See Staff handbook for more detail on this)

4. Data protection

4.1 Accessing personal data

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

- Access the data via Google drive – NO personal data should be stored on removable media.
- Only use school issued Chromebooks or laptops to access the data – personal devices should not be used for this purpose unless they are managed by the school.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses and mobile phone numbers 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 see the section in the staff handbook and the school safeguarding policy.

6. Monitoring arrangements

This policy will be reviewed yearly by the Senior Leadership team at every review, it will be approved by the head teacher or governors.

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