WHEATLANDS PRIMARY SCHOOL

Remote Learning Policy

Written: October 2020

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Contents

1. Aims

This remote learning policy for staff aims to:

> Ensure consistency in the school's approach to remote learning

> 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

Teachers must be available between 8:30am – 12:00pm and 1:00pm - 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 procedures.

When providing remote learning teachers are responsible for:

1. Setting work
    *   Staff are expected to set work for any children that they teach, regardless of subject
    *   The amount of work should be commensurate with the standard school day
    *   The work needs to be set by 6:00pm the day before
    *   Work should be loaded onto the Seesaw portal
    *   Staff should make sure that children with limited access to devices can still complete the work
    *   Any hard copy work packs should be made up and sent to the Head Teacher for delivery in readiness for the first day of absence.
    *   Teachers should work as a year group team to ensure the above work is planned and ready.

2. Providing feedback on work:

    *   Pupils can send any completed work to teachers via Seesaw
    *   Teachers can email back any marking and feedback if required
    *   Teachers should respond to any emails from parents/children within 48 hrs

3. Ensuring compliance with GDPR:
    *   Teachers should respond directly to parents / carers but should NEVER send group emails.
    *   Teachers need to ensure that email addresses / contact details remain confidential and are not shared with anyone else or used for any other purpose than that connected to remote learning.

4. Keeping in touch with pupils and parents:

    *   Any issues that are received are to be dealt with professionally by the class teacher, forwarding any issues that can't be resolved to the Phase Leader or Head Teacher.
    *   If a child has not submitted any work for more than two school days within the school week the family should be telephoned.
    *   Contact should be polite and encouraging. Teachers must adhere to the social media policy and not give out any personal details. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly.
    *   Any complaints or concerns shared by parents or children need to be addressed in line with the complaints policy.

5. Attending virtual meetings with staff, parents and pupils:

    *   There is no expectation for virtual meetings with parents and pupils, however if they do occur, avoid areas with background noise, and ensure there is nothing inappropriate in the background.

2.2 Teaching Assistants

Teaching assistants must be available between their normal working hours. During this time they are expected to check work emails and be available when called upon. 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 procedures.

Teaching assistants are responsible for:

- Supporting pupils with learning remotely when requested by the SENCO, class teacher or Phase Leader
- Attending virtual meetings with teachers, parents and pupils where needed

2.3 Subject Leaders

Alongside their teaching responsibilities, as outlined above, subject leaders are responsible for:
- Monitoring the work set by teachers in their subject and offering support where needed.
- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- 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 – SLT
- Monitoring the effectiveness of remote learning – reviewing work set by teachers weekly, monitoring email correspondence between parents and teachers.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

2.5 Designated Safeguarding Leads

The DSL and DDSLs are responsible for:
- Maintaining contact, collating, passing on information and responding to any concerns.
- Continuing to attend all multi agency meetings.

2.6 IT staff

Our internet systems manager, ONE IT, will be responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff 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

2.7 Pupils

Staff can expect pupils learning remotely to:

- Be contactable at some stage of the school day, although they may not always be in front of a device the entire time
- Complete work by the set deadline
- Seek help if they need it, from teachers or teaching assistants via Seesaw or emails
- Alert teachers if they're not able to complete work

2.8 Parents

Staff can expect parents to:
- Make the school aware if their child is sick or otherwise can't complete the work
- Seek help from the school if they need it
- Be respectful when making any issues or concerns known to staff

2.9 Governing Body

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 systems are appropriately secure, for both data protection and safeguarding reasons.

3. Who to Contact

If staff have any questions or concerns, they should contact the following individuals:

> Issues in setting work – talk to Phase Leaders / the relevant subject lead / SENCO / SLT

> Issues with behaviour – talk to their Phase leader/SENCO/SLT

> Issues with IT – talk to our IT providers via the usual route

> Issues with their own workload or wellbeing – talk to their Phase Leader / SLT

> Concerns about data protection – talk to the SBM or Head Teacher.

> Concerns about safeguarding – talk to the DSL or DDSL

All staff can be contacted via the school email addresses in the usual way.

4. Data Protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will need to consider the following:

> All staff have access to CPOMS to record any parent contact or concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site by any third party.

> School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

4.2 Sharing personal data

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.

While this may be necessary, 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)

> Making sure the device locks 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

Any concerns relating to children who are not attending school must be shared immediately. Log all details on CPOMS but ensure you speak directly to the DSL of DDSL to share your worries.

The child protection policy and safeguarding policy should be followed and all staff are required to report any concerns directly to the Multi Agency Children's Hub 01642 130700 if there are immediate concerns and you are unable to reach the DSL / DDSL.

6. Monitoring Arrangements

This policy will be reviewed termly during 2020 to reflect the changing needs of the community.

7. Links with Other Policies

This policy is linked to our:

> Behaviour Policy

> Child Protection Policy

> Data protection policy and privacy notices

> ICT and internet acceptable use policy

> E-Safety Policy