

# Remote learning policy

## Highgate Primary



**Approved by:**

T Jenkinson

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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

### 2.1 Teachers

When providing remote learning, teachers must be available between normal school hours (9-3.30pm).

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:
  - Teachers not delivering face to face teaching will be primarily responsible for the setting of work with support from those delivering where appropriate.
  - They will provide work equivalent to 3 hours (KS1) or 4 hours (KS2) that covers English (reading and/or phonics and writing), Maths and topic lessons
  - We aim to have this work set by Friday morning for the following week to allow packs to be collected by parents.
  - Work will be uploaded on Class Dojo and printed packs will be put in the main entrance for collection.
  - Teachers should co-ordinate with those delivering in school so adaptations can be made where appropriate.
- Providing feedback on work:
  - Feedback can be given via Class Dojo in the form of approving work, adding comments to work uploaded in the Portfolios or by responding to images of work being sent through Class Dojo messenger.
  - Feedback can also be given in live zoom catch ups.
- Keeping in touch with pupils who aren't in school and their parents:
  - We expected regular contact to be made with parents (at least every other week) via class dojo messenger or a phone call home.

- Teachers should not have to answer messages out of the agreed school hours stated above unless they feel they need to.
- Any complaints or concerns shared by parents and pupils – for any safeguarding concerns, refer teachers to the section below
- If children do not complete work, they should contact the parent to find out why and try to work with them to find a way of working.

➤ Attending virtual meetings with staff, parents and pupils:

- When attending these meetings they will adopt a smart dress code
- You should ensure that visual backgrounds to virtual meetings are appropriate
- You will adopt a professional manner with regards to language

## 2.2 Teaching assistants

When providing remote learning, teaching assistants must be available between normal school hours (9-3.30pm).

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 assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely: for example by helping to produce video clips, helping to produce home learning printed packs or to support learning or helping teachers in contacting parents for welfare checks etc.
- Attending virtual meetings with teachers, parents and pupils:
  - When attending these meetings they will adopt a smart dress code
  - You should ensure that visual backgrounds to virtual meetings are appropriate
  - You will adopt a professional manner with regards to language

## 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
- Working with those delivering remote learning to monitor work set in their subject – this may include checking planning or resources being upload etc.
- 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:

- The Assistant Head & Curriculum Lead will co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning – through regular catch ups with those delivering remote learning and face to face class teaching to feed back to the SLT.
- The Head Teacher will monitoring the security of remote learning systems, including data protection and safeguarding considerations

## 2.5 Designated safeguarding lead

The DSL is responsible for:

- › Monitoring the recording of safeguarding incidents, responding and reporting appropriately
- › Supporting the team to deliver regular reminders to staff, pupils and parents about their responsibilities in relation to safeguarding.
- › See Child Protection and Safeguarding Policy (and associated Covid-19 Addendum)

## 2.6 IT staff

We utilize the services of Primary World as an outsourced company. 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
- › Participate in live sessions; suitably dressed and mindful of their language, behaviour and working backgrounds.

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 a member of the senior leadership team
- › Issues with IT – contact the business manager who will in turn contact Primary World

- › 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

## 4. Data protection

### 4.1 Accessing personal data

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

- › Be able to access the data, through One Drive, CPOMS or in discussion with a member of the Senior Leadership Team
- › Staff should only use school devices to access data (though if they use their own mobile phones to make calls to parents, they should ensure they have turned off their caller ID function).

### 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as telephone numbers or emails 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

### 4.4 Recording and storing of live sessions

When children participate in live sessions (e.g. on Zoom), staff may record the sessions for monitoring purposes:

- › Recordings will only be used for monitoring purposes (e.g. to check the number of participants in a session).
- › Recordings will not be shared with any other parties.
- › Any recordings made will be stored for no longer than 72 hours to enable footage to be monitored for administration purposes

## 5. Safeguarding

The Child Protection and Safeguarding Policy has been updated together with a Covid-19 Addendum. Staff need to ensure they understand and abide by these policies in full.

## 6. Monitoring arrangements

This policy will be reviewed biannually (or as necessary) by the headteacher and approved by governors.

## 7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy