



Little Houghton CEVA Primary School

Remote Learning Policy

Our Vision for Little Houghton CEVA Primary School

'Learning for Life'

Through:

- ❖ Growth – realising our potential
- ❖ Community – sharing and contributing
- ❖ Spirituality – reflecting and thinking deeply
- ❖ Environment – appreciating local and global environments

So that each child can flourish – like a flower of the field (Psalm 103:15)

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not 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

All teaching staff will be responsible for remote learning.

The SENCO, Subject Leaders and the Head Teacher will support, where required.

2.1 Teachers

When providing remote learning, teachers must be available during the school day.

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 the class they are responsible for
 - Which includes a broad range of learning, across all curriculum areas.
 - During the school day.
 - Using remote learning platforms (where available) such as via class emails and Tapestry, which parents and children can access as appropriate.
 - Which includes clear instructions/expectations
 - Which acknowledges that the school will need to provide hard copies of work where possible, for those children without online access.
 - Which enables parents or children to communicate with the school and receive appropriate feedback through remote learning platforms such as class emails and Tapestry.
- Keeping in touch with pupils who are not in school and their parents
 - Regular contact will be maintained, during working hours, via remote learning platforms, Tapestry, emails and the school office. Parents of vulnerable children will be contacted directly by the Head Teacher.
 - The school office will be the first point of contact for complaints or concerns. Safeguarding concerns will be passed directly to the Head Teacher or DSL.
 - Although the school acknowledges that work may not be completed or submitted due to illness, staff will advise the Head Teacher when work is not returned, or incomplete. In these cases, the Head Teacher will make a telephone call to the home, as part of the routine care the school provides.
- Attending virtual meetings with staff, parents and pupils
 - Professional standard of clothing will be worn, in line with the school's Code of Conduct expectations.

- Whether at home or in the school building, school laptops will be used.
- Backgrounds will be neutral, where possible.

Individual children working remotely will be set work by their 'bubble' teacher.

A whole 'bubble' cohort will be set work by their 'bubble' teacher, unless this member of staff is unwell. In the event of this, parents and/or pupils will access planning from the school's website. Where necessary or appropriate, supply cover will be engaged.

2.2 Teaching assistants

Teaching assistants may be required to support remote learning, as guided by the teacher. Typically, this might include the preparation and provision of resources for mainstream and SEN children.

If TAs 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.

2.3 Head Teacher

Alongside any teaching responsibilities, the Head Teacher and Senior Teacher are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.4 Designated Safeguarding Lead (DSL)

See Child Protection Policy and Covid 19 Addendum.

2.5 Pupils and parents

Staff can expect pupils learning remotely to:

- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers
- Alert teachers if they are 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 cannot complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

2.6 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, SENCO or Head Teacher
- Issues with behaviour – talk to the Head Teacher
- Issues with IT – Contact EasiPC (this may be via the office)
- Issues with their own workload or wellbeing – talk to the Head Teacher.
- 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:

- Contact the school office or Head Teacher.

4.2 Processing personal data

Staff members may need to collect and/or share personal data as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals will not 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

See Child Protection Policy and Covid 19 Addendum

6. Monitoring arrangements

This policy will be reviewed annually

7. Links with other policies

This policy is linked to our:

- Behaviour and Discipline policy
- Child Protection policy and Covid 19 addendum to our Child Protection policy
- Data Protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy

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