Remote Learning Policy

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Committee Responsible for Policy	Standards, Teaching and Learning
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Headteacher Signature	*G. Richards*
Chair of Governors/ Committee Signature	*GJ Anderson*

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Growing together as children of God

At Holy Trinity C of E Primary School:

- we want our pupils to **grow** in confidence, independence, resilience and knowledge, so that all achieve their full potential and develop a life-long love of learning and of the world around us.

- we work **together** with families, community and church to model positive relationships, supporting each other and acknowledging that we are stronger when we work together.

- we are growing together as **children of God,** strengthening our faith, secure in the knowledge we are unique, loved and cherished

Biblical Basis for Policy

Psalm 32:8

I will instruct you and teach you in the way you should go; I will counsel you and watch over you.

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 during their usual lesson times (8.45-3.30, except break/lunch times)

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, contacting the Headteacher before 7:30am of the morning they are to be absent.

When providing remote learning, teachers are responsible for:
- Setting work:
  - Teachers need to set work for the children in their class. Teachers who are not class teachers, such as Music and French teachers are also expected to provide remote learning opportunities.
  - Work set each day will usually include an English lesson, a Maths lesson, a foundation subject, together with reading and physical activity opportunities.
  - Work must be set by the evening before it is due to be completed.
  - All work and lessons will be uploaded to the 'eschools Learning Platform' which all teaching staff have access to.

- Work can also be set through the school's 'mymaths' and 'Sumdog' subscriptions which all class teachers and pupils have access to.
- Lessons set for remote learning are consistent with those being taught in school across subjects and year groups.
- Consideration of pupils with limited IT access should be given; paper copies may be issued to some pupils

- Providing feedback on work:
  - Teachers should acknowledge all pieces of work uploaded via the Learning Platform.
  - Feedback should be given, giving praise and addressing misconceptions, daily for at least one subject.

- Keeping in touch with pupils who aren't in school and their parents:
  - Regular contact to be made with pupils on a daily basis, via Google Meet, if the whole cohort is learning remotely. If an individual child, or a small group is absent, contact will be made via the messaging function on The Learning Platform. The Learning Platform should be used to facilitate class discussions and message pupils.
  - Teachers will be responding to emails from parents and pupils during their hours of availability stated above.
  - Any complaints or concerns from parents or pupils will be shared with the Phase Leader in the first instance and then either the Headteacher or Deputy Headteacher. For safeguarding concerns please refer to section 5 below.
  - If a child fails to complete work set, then parents will be contacted by the class teacher. If the failure to complete work continues then the matter will be referred to the Headteacher or Deputy Headteacher.

- Attending virtual meetings with staff, parents and pupils:
  - Teachers should follow the school dress code.
  - Choose a suitable location, avoiding areas with background noise and nothing inappropriate in the background.

- If teachers will be working in school, for example, with key worker or vulnerable children:
  - Teachers will be expected to upload the presentations and tasks for the English and Maths lessons being taught in school each day plus one other subject lesson.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8:45am-12pm and 1pm-3:25pm. 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, contacting the Headteacher before 7:30am of the morning they are to be absent.

When assisting with remote learning, teaching assistants are responsible for:
- Supporting pupils who aren't in school with learning remotely:
  - Teachers will identify and share with teaching assistants the pupils for them to support and the areas that need to be targeted.
  - Support maybe given through providing tasks for the teacher to upload on the Learning Platform for individual pupils or providing 'live' support through Zoom/Google Meet.
- Attending virtual meetings with teachers, parents and pupils:
  - Teaching assistants should follow the school dress code
  - Choose a suitable location, avoiding areas with background noise and nothing inappropriate in the background.

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.
- Providing support for 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.
- Monitoring the remote work set by teachers in their subject on the Learning Platform and providing feedback to teachers and SLT, on a regular basis (half-termly).
- 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 – Deputy Headteacher leads on this.
- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders; reviewing work set and reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- 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
- Following up on any pupils who are not accessing remote learning
- Ensuring the well-being of all staff

2.5 Designated safeguarding lead
The DSL is responsible for the safety of the children whilst engaging in remote learning.

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

Holy Trinity will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Holy Trinity will continue to offer parents/carers advice regarding the use of online devices and apps at home, to ensure that children are kept safe.

Holy Trinity advises that any form of online contact with others (e.g. Google Meet with classmates) should be arranged and supervised by adults.

Please refer to the Child Protection Policy and Online Safety Policy for further details.

2.6 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.
- 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 – Deputy Headteacher
- Issues with behaviour – Phase Leader, Deputy Headteacher, Headteacher
- Issues with IT – Computing Lead, Deputy Headteacher
- Issues with their own workload or wellbeing – Phase Leader
- Concerns about data protection – Headteacher, School Business Manager
- Concerns about safeguarding – Headteacher, Deputy Headteacher

4. Data protection

4.1 Accessing personal data
When accessing personal data for remote learning purposes, all staff members will:
- Access the data from the secure school server or from myuso account.
- Use devices provided by school, e.g. laptop, to access the data.

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
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

Holy Trinity takes all aspects of safeguarding very seriously. Safeguarding is the responsibility of everyone. Please refer to the current Child Protection Policy for further details.

6. Monitoring arrangements

The implementation of this policy will be reviewed on a termly basis by members of the Senior Leadership Team and the ST & L Committee. The policy will be reviewed annually.

7. Links with other policies

This policy is linked to our:
- Teaching & Learning policy
- Behaviour policy
- Child Protection and Safeguarding policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy
- Remote Learning Information for parents