St Mary's Church of England Junior School

In association with

Remote learning policy

Approved by:	Local Governing Board	Date: 1st October 2020
Last reviewed on:	15th June 2021	
Next review due by:	June 2022	

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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 during normal school 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.

When providing remote learning, teachers are responsible for providing:

- Pre-recorded lessons for all pupils.

- Google classroom resources, activities and worksheets that can be submitted online.

- Reading books for using at home.

- MyOn reading resources and assessments.

- Times Tables Rockstars practice and competitions.

- Commercially available websites supporting the teaching of specific subjects or areas, including video clips.

- Wider curriculum project work and/or internet research activities.

Points to note:

- For Key Stage Two, a typical day will consist of approximately 4 hours per day. This is made up of 15 mins for a daily virtual class morning meeting, 15-20 mins of spellings, 15-20 mins of Collective Worship Assembly, approximately 1 hour each of maths and English and approximately 1 to 1.5 hours of topic or French and RE.

- Work will be set daily and be on Google classroom by 8am each day.

- All lessons and resources will be available on Google classrooms. Children have their own individual log ins to use this. When completed their work will be upload here also.

- Pupils without devices at home will be loaned a Chrome book to enable them to complete their work.

- Teachers will feedback to children about their lessons via Google classrooms.

- Class teachers will make contact with families on a fortnightly basis via a phone call to check and answer any queries that they have.The SENCo and Pastoral Support Officer will also make contact with the children that they work with.

- Dress code for staff will be as school policy. Lessons will be recorded at school or home. If recording takes place at home, avoid background noise and have a plain background.

- Teachers will be on a timetable whereby they will be in school on some days providing lessons for key worker children and other days will be spent providing online lesson, marking etc.

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.

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

- Supporting key worker pupils in school with learning.

- Attending virtual meetings with teachers, parents and pupils if needed.

Points to note:

- Dress code for staff will be as school policy.

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Adapting medium term plans to accommodate remote learning.

- Work with teachers to help make changes to accommodate remote learning.

- Work with teachers teaching their subject remotely to make sure all work set is appropriate and consistent.

- 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.

2.5 Designated safeguarding lead

See safeguarding policy

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.

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.

2.7 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 their line manager.

4. Data protection

4.1 Accessing personal data

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

- Explain how they can access the data, such as on a secure cloud service or a server in your IT network.
- Which devices they should use to access the data – if you've provided devices, such as laptops, make staff use these rather than their own personal devices.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as work 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

See separate safeguarding policy.

6. Monitoring arrangements

This policy will be reviewed regularly. At every review, it will be approved by the full governing board.

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
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy