



St Bartholomew's CE Primary School

Remote Learning Policy

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 08.30 and 15.30

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

- for their own class
- in maths, English and topic
- by 4 pm the day before it is due to be completed if working from home and at the end of the school day if aligned to school work.
- and putting it onto the school website as worksheets or links to streamed lessons
- and for Oak and Willow to co-ordinate work for Y5 pupils to ensure equal coverage and challenge across the year group (equality of provision)

Providing feedback on work

- via the homework email address homework@stbartholomews.lincs.sch.uk
- each piece of work will have a completion date

Keeping in touch with pupils who aren't in school and their parents

- individual pupils already have plans in place to have their 1:1 support delivered via Zoom.
- Teachers should contact parents fortnightly via email, telephone or social media if school is closed more than 2 weeks.
- Emails should come from the homework@ address and be answered between 08.30 and 3.30
- Concerns or complaints should be passed to Karen Foster (or Rachel Cannon if it is a safeguarding issue).

Attending virtual meetings with staff, parents and pupils -

- Staff should dress as they would usually do for work
- Staff should try to avoid holding or attending meetings where conversations can be overheard. They should also check what can be seen in the background before the meeting begins.
- Staff must not attend a Zoom (or similar meeting) 1:1 with a child, either another member of staff or a parent should be present.
- If meetings are taking place in school e.g. collective worship with families, then teachers must check that there are no children visible who need to remain out of sight for safeguarding reasons.

Teacher isolating

When providing remote learning, teachers must be available between 08.30 and 15.30 unless they are unwell themselves. 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. Pre-prepared folders of work containing two weeks' daily Maths, English and Topic activities will then be provided for each child in their class by another member of staff.

When providing remote learning it should follow the expectations of each classes' long-term plan and be closely aligned to the expectations of the National Curriculum and quality first teaching. Teachers are responsible for the following:

Pupil Isolating

All pupils should be provided with remote learning that is aligned to class learning.

- It should be uploaded onto the school web site at the end of day after it has been taught to ensure that the learning covered in class that day is available remotely and pupils are never more than 24 hours behind the rest of the class.

Class Bubble Isolating

When providing remote learning, teachers must be available between 08.30 and 15.30 unless they are unwell themselves. 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. Pre-prepared folders of work containing two weeks' daily Maths, English and Topic activities will be provided for each child in their class if the class teacher were unable to teach.

School Closure

Pre-prepared folders of work containing two weeks' daily Maths, English and Topic activities will be provided for each child in their class should the class teacher become unwell while the school is closed. Remote learning will otherwise be provided.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during their usual 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 pupils who aren't in school with learning remotely

- 1:1 assistants will support those children, other assistants may be asked to support the learning of any group across the school for remote learning. Generally it will be with their usual class group.
- They will provide support by contacting parents if asked to do so by the class teacher, putting links onto the website or supporting with remote learning.

Attending virtual meetings with teachers, parents and pupils (see 2.1)

2.3 Subject leads/SENCO

Alongside their teaching responsibilities, subject leads are responsible for:

- Ensuring that links to streamed lessons are put up on the website for each class if the class teacher is isolating as they have contracted Covid-19.
- 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
- Monitoring the remote work set by teachers in their subject by checking the website links each half term and through remote meetings with the teaching team.
- Alerting teachers to resources they can use to teach their subject remotely

2.4 Senior leaders

Alongside any teaching responsibilities

Subject leaders will co-ordinate the remote learning approach across the school.

They will monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents

Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

- Ensuring that they inform the social worker if any children who are involved in CIN or CP processes are self-isolating.
- Ensuring the safeguarding policy is adhered to
- Informing relevant staff about any new information concerning the welfare of pupils in their classes (as appropriate).
- Keeping the safeguarding folder up to date
- Keeping the deputy DSL informed of any new information about pupils.

2.6 IT support (ARK)

IT staff are 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 interim head teacher.
- Assisting pupils 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 via the homework@ address
- 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:

Karen Foster, Alice Edwards or Rachel Cannon

4. Data protection

4.1 Accessing personal data

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

- Ensure that pupil contact information remains confidential.
- Only use school devices. Personal devices must not be used to contact pupils or for remote learning.

4.2 Processing personal data

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
- Checking the antivirus and anti-spyware software is up to date

5. Safeguarding

See 2020 policy on the website.

6. Monitoring arrangements

This policy will be reviewed after six months by the head teacher. At every review, it will be approved by the governing board.

7. Links with other policies

This policy is linked to our:

Behaviour policy

Child protection policy

Data protection policy and privacy notices

Home-school agreement

ICT and internet acceptable use policy

Written by: Mrs Alice Edwards

Adopted: October 2020

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