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 and are well enough to complete learning – health must take priority

- 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 9am on the day it is due and putting it onto the school website as worksheets or links to streamed lessons (streamed lessons will only take place if a whole class has to be shut).

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 Miss Ingle (or Mrs Edwards 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 by 9am to ensure that pupils keep up to date with learning taking place in class.

- Paper based remote learning will closely follow the national curriculum for each year group and topic learning will be set in line with learning that term.

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. Where possible, Miss Ingle or a supply teacher will cover live streamed lessons. If neither of these are available, then virtual/paper based work will be set/distributed.

School Closure

Remote learning will be provided via live streamed zoom lessons. Where possible they will be led by the class teacher. It may be necessary for HLTA's or supply teachers to cover live lessons should teachers become unwell.

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 TA 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 monitor 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 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:

Miss Ingle or Mrs Davison

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 2021 policy on the website.

6. 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: Miss Sophie Ingle

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