



## Remote Learning Policy

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Approved by:	Lorraine Green Assistant Headteacher	Date: 19.1.21
Last reviewed on:		

## 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

## Roles and responsibilities

- Teachers and Teaching Assistants who are not in school and are fit for work will be required to offer remote learning to pupils.
- All live sessions will be run through 'Teams' using school email addresses linked to Teams for both Staff and pupils. Other media platforms may be considered on a case-by-case situation as long as internet safety and GDPR procedures can be guaranteed (see internet safety and GDPR policy)
- Assistant Headteacher will oversee the remote learning package for the school
- Class teachers will be directly responsible for the support offered to TAs and complete live lessons within the package
- Teaching assistants will deliver a minimum of 2 sessions a week and will be expected to make contact with parents of pupils allocated to them at least once a week

### **All staff attending virtual meetings will need to:**

- Follow the dress code as set out in the School Code of Conduct
- Ensure the location where they are delivering the remote learning avoids excessive background noise and is in an appropriate setting

## Teachers

Pupils will be allocated to teachers by the Assistant Headteacher in consultation with the Headteacher. The pupils may not necessarily be pupils within their usual class. Teachers must be available between 8.30 - 3.30 to work remotely. 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 and preparing work packs for pupils allocated to them. This must include
  - Maths, English, Phonics and Topic work for Subject specific pupils
  - Useful websites for parents to access

- Visual props such as communication boards and symbols for non-formal learners
- Distribution of the resources by either coming into school themselves or preparing these and emailing the school office for them to photocopy and send out
- Supporting Teaching Assistants:
  - Supporting TAs allocated to them, making contact with them about any queries around the sessions and parent contact TAs are providing
  - Checking in on the TAs allocated to them by offering a welfare call
  - Following up on any pupil concerns that the TA has raised (if it is a safeguarding concern this must be raised by the TA immediately through CPOMS – see safeguarding policy)

## Teaching Assistants

When assisting with remote learning, teaching assistants must be available between 8.40 - 3.10. 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, and allocated, groups of pupils. The pupils may not necessarily be pupils within their usual class:

When providing remote learning, TAs must:

- Report any safeguarding concerns following the usual procedure. This must be raised by the TA immediately through CPOMS – see safeguarding policy
- Support pupils who aren't in school with learning remotely by
  - Offering a group story session for allocated pupils
  - Offering a song or short quiz/sharing session for allocated pupils
- Support parents by offering a weekly welfare call. If they feel unable to respond to a parent query themselves, they will need to pass this on to:
  - the teacher co-ordinating the online pathway – if the query relates to online learning
  - the pupil's class teacher – if it is around the pupil's progress/learning or behaviour
  - the school office – if it is a general school enquiry
- Attend virtual meetings with teachers, parents and pupils as required
- Be available to work in school if necessary and appropriate. If TAs are required to work in school and are available to do so their group of pupils will be reallocated to other TAs. Pupil groups may be different if they return to remote learning

## Senior Leaders

Alongside any teaching responsibilities, the Assistant Headteacher is responsible for:

- Co-ordinating the remote learning approach across the school
- Support the Teachers co-ordinating each pathway
- Monitor the effectiveness of remote learning – Using a central school email that is included in every online session to monitor these on a 'drop in' basis. Timetable and attendance will be monitored through regular meetings with teachers and subject leaders, reviewing work set and gaining feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Overseeing the Welfare of the remote learning team, ensuring they are kept up to date with school events and that their voice is still heard within the school community

## Designated Safeguarding Lead

The DSL is responsible for:

- Updating staff of any issues arising as appropriate
- Liaising with Assistant Headteacher, teachers and TAs as necessary

## IT staff

IT staff are responsible for:

- Set up and monitor usage of pupil email accounts in the following format [firstname.surname@kingfisher.oxon.sch.uk](mailto:firstname.surname@kingfisher.oxon.sch.uk)
- Supporting 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
- In consultation with the Headteacher, provide devices to families who are identified as needing them
- Set up and distribute devices to pupils who require them

## Pupils and parents

Parents with children who are remote learning should:

- Make the school aware if their child is sick or otherwise can't complete work
- Be available to receive a weekly welfare call and discuss any concerns around attending virtual sessions as these sessions are parental choice
- Support their child with logging on and accessing the sessions as appropriate
- Seek help from the school if they need it – if staff know of any resources they should point parents towards these if they're struggling such as online sites e.g cbeebies/cbbc/bbc bitesize websites, specific lessons within the Oak National Academy website, phonicsplay.
- Be respectful when making any complaints or concerns known to staff

## Governing Board

The Governing Board must:

- Monitor the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensure that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

## Who to contact?

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Concerns about safeguarding – contact the DSL
- Issues in setting work – contact the Pathway co-ordinating teacher or Assistant Headteacher
- Issues with behaviour – contact the pupil's class teacher or Pathway coordinating teacher
- Issues with IT – contact IT staff
- Issues with their own workload or wellbeing – contact their line manager
- Concerns about data protection – contact the Assistant Headteacher or data protection officer (the school's COO)

## Safeguarding

- All normal safeguarding procedures must be followed. Refer to the school's Child protection and Safeguarding policy and Safeguarding amendment – COVID19

## Monitoring arrangements

- This policy will be reviewed yearly by Assistant Head teacher responsible for Teaching and Learning. At every review, the Head teacher and SLT will approve it.

## Data protection

### Accessing personal data

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

- Access Teams using their school email and the pupil's school emails. Any correspondence with more than one parent must be sent using the BCC feature on email
- All calls must have the caller number withheld (unless using school allocated phone numbers).
- Staff can use their own devices at home but must use their school email and ensure all personal information is withheld especially if using their own phones.
- If staff are unable to use their own device the school will be able to loan a device to them.

### Keeping devices secure

All staff members must take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Ensure 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)
- Ensure 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
- Make 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
- Keep operating systems up to date – always install the latest updates

## Links with other policies

This policy is linked to our:

- Behaviour Policy
  - Behaviour Policy COVID Addendum
- Child Protection and Safeguarding Policy
  - Safeguarding amendment – COVID19
- Data Protection Policy and Privacy Notices
- ICT and Internet Acceptable Use
- Online Safety
- Staff Code of Conduct