

## **Remote Learning Curriculum Policy**

### **Intent**

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for children who are not in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

### **Implementation**

#### **Roles and responsibilities**

##### **Teachers**

When providing remote learning, teachers must be available between 8.55am -4.00pm.

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 adhering to the full list of duties specified in the lockdown remote learning plan (see appendix 1). Some of the key responsibilities include:

- Creating work for all children within their class
- An age appropriate amount of work for the year group (see plan)
- Creating weekly work opportunities for children in their class.
- Uploading slides/films used onto google drive for links to be shared out.
- Provide feedback and acknowledgement of work. Children will receive feedback via Google classrooms.
- Contact parents and families on a weekly/fortnightly cycle depending on need of child/ key stage/ lockdown phase (see lockdown plan)
- Refer any complaints or concerns with the DSL or member of SLT as appropriate
- Ensure they are dressed appropriately and professionally when being filmed or on a virtual meeting where they can be seen
- Avoid areas with background noise and ensure there is nothing inappropriate in the background during video calls.

##### **Teaching Assistants**

When assisting with remote learning, Teaching Assistants must be available between 8-5pm.

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 assisting with remote learning, teaching assistants are responsible for:

- Supporting class teacher with making phone calls to families
- Filming a story/part of a story as directed by Phase Leader
- Attending virtual meetings with staff.
- Ensure they are dressed appropriately and professionally when being filmed or on a virtual meeting where they can be seen
- Avoid areas with background noise and ensure there is nothing inappropriate in the background during video calls.

## Senior Leaders

Alongside any teaching responsibilities, Senior Leaders are responsible for:

- Co-ordinating the remote learning approach across the school –  
JC: EYFS and Year 1&2  
LA: Years 3&4  
SN: Year 5&6
- Monitoring the effectiveness of remote learning –through regular meetings with Teachers and Teaching Assistants reviewing work set or reaching out for feedback from children and parents/carers
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## Designated safeguarding lead

- The DSL is responsible for ensuring safeguarding practices (as stated in safeguarding policy) are being continued despite remote working

## Children and parents

Staff can expect children learning remotely to:

- Be contactable during the school day
- Complete work to the deadline set by Teachers
- Seek help if they need it, from Teachers or Teaching Assistants
- Alert Teachers if they are unable 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

## Local Academy Committee

The LAC is responsible for:

Insert details, such as:

- 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

## **Who to contact**

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

- Issues in setting work – talk to the relevant subject lead or SENCO
- Issues with behaviour – talk to the relevant Phase Leader
- Issues with IT – talk to IT staff
- Issues with their own workload or wellbeing – talk to their Phase Leader/ Deputy Headteacher
- Concerns about safeguarding – talk to the DSL

## **Data protection**

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

- Access the P Drive using the secure encrypted instructions provided by the school
- Use a school issues laptop or iPad or a personal device which uses the secure encrypted instructions provided by the school

## **Processing personal data**

- Staff are reminded to collect and/or share as little personal data as possible online.
- Never email parents from a personal email address
- Withhold personal number before calling families

## **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

### **Policy Sign off**

	<b>Reviewer</b>	<b>Date</b>	<b>Approver</b>	<b>Date approved</b>
<b>Reviewer / approver</b>		Autumn 2020		
<b>Next Review</b>				Autumn 2022