OLD BEXLEY CE PRIMARY SCHOOL
Love God ◆ Love Each Other ◆ Love Learning

Happy Children and Limitless Learning in an Anglican Christian School
A place where everyone can flourish

Reviewed	Agreed by Staff	Agreed by Head Teacher/Governors	Review date
September 2022	October 2022	October 2022	September 2024

Remote Learning Policy

Contents

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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 between 9.00am and 3.15pm.

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 work:
  - Work will be provided for each class and will be differentiated to meet the needs of the children.
  - The work provided will copy the daily timetable that they would be having in school.
  - The work will be set by 8.00pm the night before.

- o Teachers will provide live lessons 3 times a week in English, Maths and phonics/Guided reading or GPS. This is nine lessons over the week (6 for reception children).
- o Instructions will be given to parents and children on how to upload their work.
- o Year groups will co-ordinate with the other teachers in their year group, to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work
- o Paper copies will be provided to children who cannot access the relevant ICT equipment (this will not be able to be physically done by the class teacher but allocated to a staff member in school).
- o Teachers will work with their teaching assistant and direct to complete tasks.
- o The Head of Year will have access to the whole year group's google classroom accounts.
- o The Head of Year will have a weekly planning meeting with their team (virtually). All teachers will be expected to attend this (whether they are full-time or part-time).
- o Phone children regularly who do not have access to the virtual daily meetings.
  - o Providing feedback on work:
    - o Teachers will access the completed work via google classroom.
    - o Feedback expectations will be in line with the feedback given within school.
    - o Feedback will be given individually or a group. This could also be done during the daily virtual meeting.
    - o Children will need to upload their work by 3.30pm to receive feedback that is more detailed. This will be given on the following day.
    - o Keeping in touch with pupils who aren't in school and their parents.
    - o Every teacher will set a time when they are available to have a daily virtual meeting. This is not compulsory for the child to attend. It is an opportunity for the teacher to have contact with the children and the children to ask any questions.
    - o Teachers will respond to emails between 9.00am and 4.00pm. This may not be on the same day.
    - o Any complaints from parents need to be addressed to the class teacher first and then to the HOY. If they are still not resolved then the parent needs to contact a member of SLT at the school.
    - o If pupils are not completing the work or behave inappropriately in a virtual meeting then the teacher needs to deal with it first-hand. If the problems continue then the HOY or SLT will intervene. Parents will be informed.
  - o Attending live lessons and virtual meetings with staff, parents and pupils:
    - o All must be in appropriate dress (always covered).
    - o The location must be quiet and appropriate.
    - o Adhere to the live lessons expectations set by the school

2.2 Pupils

Staff can expect pupils learning remotely to:

- o Be contactable during the school day.
- o Complete the work set by 3.15pm
- o Upload their work if they want to receive individual feedback.

- o Contact their teacher via Google classroom or attend the daily virtual meeting if they have any questions etc.
- o Use appropriate language and behaviour when communicating via Google Classroom or in the virtual meeting.
- o Not be on any mobile device when attending the virtual meeting (e.g. playing games on a mobile phone).

2.3 Parents

Staff can expect parents to:

- o Make the school aware if their child is sick or otherwise cannot complete the work.
- o Ensure their child has completed their work by 3.15pm.
- o Support their child to upload any documents.
- o Contact the class teacher via Google Classroom. If they are unable to do this then email the school's email address and it will be forwarded to the class teacher.
- o Collect paper copies of the work from the school at the allocated time (they must have responded to the questionnaire sent out in September).
- o Support the school and deal with any inappropriate behaviour highlighted to them by the class teacher or Head of Year.
- o Be respectful when making any complaints or concerns known to staff

2.4 Teaching Assistants

When assisting with remote learning, teaching assistants must be available between 9.00am and 3.00pm. This will depend on their normal working hours as not all teaching assistants work full-time.

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:

- o Making daily contact with their class teacher.
- o Providing extra support for children with an EHCP, which supports them in working towards their outcomes.
- o Participating in the daily virtual meeting.
- o Completing any tasks that have been given by the class teacher.

2.5 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 by checking the daily contents of lessons, ensuring consistency between the classes, monitoring the feedback being given by the teachers, ensuring differentiation and tracking children's engagement.
- > Having regular contact with the Head of Year.

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

2.6 Designated safeguarding lead

The DSL is responsible for all the children's safeguarding needs whether they are in school or learning at home. The relevant policy can be found on the school's website.

Contact with children involved with social care will be at the very least weekly and more frequently if needed. These phone calls will be logged. Other vulnerable children will be contacted fortnightly or more frequently if needed.

2.7 SENCo

The SENCo is responsible for:

- o Making a weekly phone call with all children with an EHCP.
- o Overseeing that the teachers and teaching assistants are providing appropriate work for all children with an EHCP.
- o Making regular contact with the teacher or teaching assistant to ensure they are communicating with the parents/child on a weekly basis (emails, phone calls).

2.8 IT staff

IT staff are responsible for:

- o Fixing issues with systems used to set and collect work
- o Helping staff and parents with any technical issues they're experiencing
- o Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- o Assisting pupils and parents with accessing the internet or devices

2.9 Governing board

The governing board is responsible for:

- o Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- o 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:

- o Issues in setting work – Talk to a member of the ICT curriculum team, HOY or SLT.
- o Issues with behaviour – talk to the relevant head of year.

- o Issues with IT – talk to IT staff.
- o Issues with their own workload or wellbeing – talk to their line manager
- o Concerns about data protection – talk to the APAT data protection officer
- o Concerns about safeguarding – talk to the DSL

4. Data Protection

4.1 Accessing personal data

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

- o Have access to the google drive for their own class. This is password protected.
- o Heads of year will have access to google drive for the whole of their year group. This is password protected.
- o SLT and the ICT team will have access to google drive for the whole school. This is password protected.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses or phone numbers as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals will not 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:

- o 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)
- o 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
- o Making sure the device locks if left inactive for a period of time
- o Not sharing the device among family or friends
- o Installing antivirus and anti-spyware software
- o Keeping operating systems up to date – always install the latest updates

5. Safeguarding

Please see an updated version of the school's safeguarding and child protection policy on the school website.

6. Monitoring Arrangements

The policy will be reviewed monthly at the current time and will be approved by an APAT executive leader.

7. Links with Other Policies

This policy is linked to our:

- o Child Protection Policy

- o Behaviour Policy

- o E-Safety Policy

- o GDPR APAT Policy

- o ICT and Internet Acceptable Use Policy