St. Bartholomew's
Church of England Primary School

Policy for
Remote Learning

"Outstanding education, underpinned by distinctively Christian values, developing our pupils academically, morally and spiritually, within and as part of the wider community."

Agreed and signed on behalf of the Governing Body:

Date: 25th January 2021

St Bartholomew's C of E Primary School
Remote Learning Policy

Contents
1. Aims
2. Roles and responsibilities
3. Who to contact
4. Data protection
5. Safeguarding
6. Monitoring arrangements
7. Links with other policies

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 during their usual working hours. 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. *(See Staff Handbook)*

When providing remote learning, teachers are responsible for:
- Setting daily, meaningful learning activities for the pupils they are responsible for, which may include cover for other classes with the agreement with the Headteacher.
    - The daily work set should be up to 3 hours for Reception, an average of 3 hours for Key Stage 1, and 4 hours for Key Stage 2.
    - The work must be available by 9am for each week day
    - All work set must be easily accessible via the Home Learning section of our website Class Pages, in a format that is appropriate to the intended learning.
    - Class Teachers should liaise with those staff who share responsibility for the learning, particularly if they usually teach a specific subject for each class e.g. RE, Science etc.
- Providing feedback on work
    - Respond to a reasonable number of emails from parents, with work submitted for sharing and feedback
    - Use the class email system to give pertinent feedback, acknowledging work submitted and picking our particular aspects for improvement or correction
    - Respond to email in a timely manner, completing each week's feedback before the following Monday.
- Keeping in touch with pupils who aren't in school, and with their parents
    - Make regular contact with those pupils not in school through email or phone calls
    - Answer emails during directed time, and no later than 6pm.
    - Complaints or concerns shared by parents and pupils should be raised with SLT in the first instance, with all safeguarding concerns reported via CPOMS
    - Behavioural issues, such as failing to engage with work set, should be followed up with families directly before raising concerns with SLT
- Attending virtual meetings (e.g. Zoom) with staff, parents and pupils
    - Always dress professionally, as you would in school
    - Be aware of your locations (e.g. avoid areas with background noise, nothing inappropriate in the background such as personal photos etc.)
    - Class "Zoom" sessions must only be hosted from within school, unless staff are working from home with the express permission of the Headteacher.

As staff will also be working in school, the provision of remote learning should follow the taught curriculum as closely as possible. It cannot replicate classroom teaching, but is an approximation to it.

2.2 Teaching assistants

It is not our usual expectation that Teaching Assistants prepare for remote learning, beyond the usual support that they would give to Class Teachers. Their main role is to facilitate a teacher's availability to prepare online resources, by supervising and supporting the children in school.

When they are assisting with remote learning, teaching assistants must be available during their usual working hours. 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. *(See Staff Handbook)*

When assisting with remote learning, teaching assistants should follow the dress code and location expectations for teaching staff (*above.*)

2.3 Subject Leads and SENDCO

Alongside their teaching responsibilities, Subject Leads and the SENDCO are responsible for:
- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers, teaching their subject remotely, to make sure all work set is appropriate and consistent
- 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, such as through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

2.4 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, 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 and Deputies

The DSL and DDSLs are responsible for the continuing Child Protection and safeguarding concerns within and out of school. They will continue to monitor all issues, in line with the school's Child Protection Policy or any addendum to it.

2.6 Pupils and parents

Staff can expect pupils 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'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 set
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

2.7 Governing Body

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 appropriate, 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:

- Issues in setting work – talk to the relevant Subject Lead or SENCO
- Issues with behaviour – talk to SLT
- Issues with IT – talk to Computing Co-ordinator or SLT
- Issues with their own workload or wellbeing – talk to their line manager or SLT
- Concerns about data protection – talk to the Data Protection Officer
- Concerns about safeguarding – talk to the DSL or DDSLs

4. Data protection

4.1 Accessing personal data

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

- Only use the secure school systems (e.g. Emerge, SIMS)
- Where possible, use school devices (e.g. classroom and office PCs, iPods)

4.2 Processing personal data

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

- 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

5. Safeguarding

Whilst our existing Child Protecting Policy remains in place, there is also an addendum for the current situation. Please refer to both documents when considering safeguarding issues.

6. Monitoring arrangements

This policy will be reviewed every 3 months by SLT. At every review, it will be approved by Curriculum Committee of the Full Governing Body, whichever meeting is closest to the review date.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy and Coronavirus addendum
- Data protection policy and privacy notices
- ICT and Internet Acceptable Use policy
- Online safety policy