REMOTE LEARNING POLICY

Reviewed (Due October 2023)	20th January 2021
Signed (Chair of Governors)	*Steve Wilson*
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1. **Specific aims**

- Ensure consistency in the approach to remote learning for both pupils who are not at school and those who may be in school during periods of national lockdown.
- 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 8.35am and 3.00pm.

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. Staff must contact Mrs Tucker.

When providing remote learning, teachers are responsible for:

- Setting work
- Uploading work for the year group in which they teach. In addition to this, teachers will be asked to offer live sessions from school for groups from their own individual classes.
- For Class Dojo, the class teacher must upload 2 x maths lessons, 1 x grammar lesson (FS/Y1 Phonics), 1 x writing lesson and 1 x science or history or geography and a class story on to class pages on Class Dojo. They will also post work that goes with those lessons. Art, Music and indoor PE posts will also be added at various times.
- During a lockdown, work set on Class Dojo needs to be available by 9.00am. This can be uploaded on the previous evening if teachers prefer to do this.
- Teachers can access support in uploading work via Mr Barwell.
- Teachers should co-ordinate with other teachers and support staff in their year group to plan for consistency of work and to provide any support for pupils with limited access. This should be carried out during PPA sessions held virtually.
- Teachers will be responsible for liaising and directing HLTAs and teaching assistants who will also upload stories and other activities for children at various times. They will also direct any other work that is needed.

If a teacher is self -isolating without the bubble and is not symptomatic they will provide teaching via Class Dojo uploads and live-stream sessions to check in with the class. This is the only circumstance in which teachers can live-stream from home where all children are in school.

The expectation is that teachers will take their PPA within the 2-week isolation period, liaising with staff members on Microsoft Teams, so they are in class every day for the 2-week period when they return to school. They will also complete work related to their subject lead area.

During a lockdown, if a teacher is ill and not working their year partner will upload for their class.

Providing feedback on work

- Teachers or support staff should respond to uploaded work on the day that it is posted.
- Feedback should be given to pupils and include questioning to extend learning where possible.

- A record of those pupils uploading and completing work will be prepared on a weekly basis and follow-up calls to those pupils not accessing work should be made.

Keeping in touch with pupils who aren't in school and their parents

- Teachers should share with their Phase Leaders, DSL Lead and AWO which pupils are not accessing online learning.
- Teachers will respond to messages on Class Dojo during the school day between 8.35am and 3pm.
- Teachers should respond to any academic issues that parents may have. Any other issues e.g. behaviour, safeguarding should be dealt with under the relevant policies.
- Teachers should encourage all children to complete work and records will be kept of their engagement over the course of a week.

Attending virtual meetings with staff, parents and pupils

- The school dress code as detailed in the staff handbook applies
- The location should be appropriate (e.g. not a bedroom), avoid areas with background noise, using a plan or minimal background with no personal photographs/ data on display. Blurring a background or using an artificial background is preferred.
- During a lockdown, teachers in year groups alternate between providing online learning and in-school contact. Teachers who are providing the online learning will do for the entire year group. Teachers who are in school will be given time to lead small group sessions and check-ins with their class using Microsoft Teams.
- Microsoft Teams live sessions will only be conducted from school.

2.2 Teaching Assistants

When assisting with remote learning, teaching assistants must be available between their normal contracted working hours. All teaching assistants will have received a copy of these hours and should contact Mrs Tucker if they are unsure.

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. Staff must contact Mrs Tucker.

When assisting with remote learning, teaching assistants are responsible for:

- If working from home, teaching assistants will receive a timetable from their phase leaders to outline the tasks that they need to complete on a given day. These are likely to include uploading short sessions on Class Dojo, monitoring pupil use of Class Dojo and providing feedback on portfolios.
- Teaching assistants will also be expected to attend virtual meetings with their phases and whole school as required.

Attending virtual meetings with teachers, parents and pupils

- The school dress code as detailed in the staff handbook applies
- The location should be appropriate (e.g. not a bedroom), avoid areas with background noise, using a plan or minimal background with no personal photographs/ data on display. Blurring a background or using an artificial background is preferred.

2.3 Phase Leaders

Alongside their teaching responsibilities, phase leads are responsible for:

- Timetabling duties for support staff
- Co-ordinating meetings
- Ensuring that pupils not engaging are identified and passed onto the DSL & AWO.

2.4 Senior Leadership Role

- SLT will continue to add assemblies and other relevant information to Class Dojo.
- SLT will monitor work uploaded by teachers and students and respond if necessary.

2.5 Designated Safeguarding Lead

The DSL is responsible for:

- Ensuring that the needs of Child Protection pupils have been fully taken into consideration
- Contacting pupils who are not engaging with remote learning.

2.6 SENCO & SEND Curriculum Assistant Manager

- The SENCO along with the SEND curriculum coordinator will be responsible for ensuring pupils are engaging with work.
- The SENCO is responsible for co-ordinating Hub staffing.

2.7 IT staff

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 data protection officer
- Assisting pupils and parents with accessing the internet or devices

2.8 Governing Body Role

- The Governing Body is responsible for monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible.
- They are also responsible for ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

2.9 Family (pupil/parent/guardian) Role

Each family is unique and because of this should approach home learning in a way which suits their individual needs. Where possible, it is beneficial for young people to maintain a regular and familiar routine. Marriott Primary recommends that each 'school day' at home maintains some sort of structure.

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
- 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 – if you know of any resources staff should point parents towards if they're struggling, include those here
- Be respectful when making any complaints or concerns known to staff
- The expectation is for parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration.
- Ensure that the work uploaded onto portfolios is appropriate and refers only to work set by the teacher.

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 phase leader
- Issues with behaviour – talk to the phase leader
- Issues with IT – talk to Mr Barwell
- Issues with their own workload or wellbeing – talk to Miss Marshall
- Issues with free school meal vouchers, etc. – talk to the school office
- Concerns about data protection – talk to the data protection officer (contact details through Miss Marshall)
- Concerns about safeguarding – talk to the Lead DSL, Mrs Stevens

4. Data Protection

Accessing personal data

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

- Access all data using school devices for which staff have been provided with a secure network login.
- Only school issued devices may be used.
- All communication with parents can take place on either Class Dojo or via the school office.
- Staff members may need to collect and/or share personal data such as new contact details or concerns shared by parents 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.
- Staff are reminded to collect and/or share as little personal data as possible online.

Processing personal data

Staff members may need to collect and/or share personal data such as email addresses etc. 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.

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

The Designated Safeguarding Lead and Attendance and Welfare Officer will monitor and refer any safeguarding concerns accordingly.

All staff are responsible for reporting and recording safeguarding concerns through the usual channels. If there is an urgent concern, they should contact Mrs Stevens or Ms Sutton immediately.

6. Monitoring arrangements

This policy will be reviewed every three years or earlier if there are changes are necessary. At every review, it will be approved by the full governing body.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Remote learning acceptable use policy
- Online safety policy