

Remote Learning Policy

STOKE PARK INFANT SCHOOL



Autumn 2020

Approved by: SPIS Governors

Date: September 2022

Next review due by: September 2023

Contents

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

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

.1 Teachers

When providing remote learning, teachers must be available between 8.45am and 3.45pm

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 providing remote learning, teachers are responsible for:

- Setting work
 - Contacting parents via Class Dojo
 - Respond to messages sent by parents
 - Creating 'work packs' for families who are unable to access the internet
 - Weekly timetable of activities for reading, writing, phonics, maths
 - Forest School to provide ideas for outdoor learning
 - Purple mash – all children to have log-ins to use at home
 -
 - Providing feedback on work
 - Responding to parents and children's work via Class Dojo
 - Ensure children/parents are responding and raise as a concern if a family has not engaged
 - Praise postcards home
 - Telephone Calls for verbal feedback when required
-

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

- Class Dojo
- Weekly phone calls to check in with families who have not engaged with Class Dojo
- Drop and collect work packs to and from families
- Vulnerable family weekly checks
- Parent mail
- Safeguarding concerns – place immediately on CPOMS
- If no work is being shown or comments not being made HSLW/SLT to contact family for a welfare check
- Teachers respond to Dojo messages only during the working day

› Attending virtual meetings with staff, parents and pupils – cover details like:

- Virtual Meetings will be held via Team – please look tidy and professional
- Be aware of your location – do not display anything that could raise safeguarding concerns or give personal information about you. If needed change the background to a virtual one
- If you have to attend a virtual meeting in school time please raise a release time request so that cover can be provided

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.30am and 3.30pm

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.

2.3 Subject leads

Alongside their teaching responsibilities, subject leads 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 – explain how they'll do this, 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 – if you've assigned one member of staff to lead on this, highlight them here

- › Monitoring the effectiveness of remote learning – such as 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
- › Co-ordinating welfare checks

2.5 Designated safeguarding lead

See Child Protection and Safeguarding policy on website:

<https://www.stokeparkinfantschool.co.uk/advice-and-guidance-1>

2.6 Pupils and parents

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
- › Seek help if they need it, from teachers or teaching assistants
- › Alert teachers if they're not able to complete work or unable to access learning platforms

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

2.8 Governing board

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 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:

SLT

Team Leader

4. Data protection

4.1 Accessing personal data

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

Explain:

- The remote server will be available for staff to access the school drivers from home
- Staff can use school laptops or their own devices

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as 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

These tips are based on our article on the [GDPR and remote learning](#).

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

See Safeguarding policy

6. Monitoring arrangements

This policy will be reviewed on an annual basis unless guidance changes

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
- › Home-school agreement
- › ICT and internet acceptable use policy
- › Online safety policy