

**FOREST VIEW PRIMARY SCHOOL
REMOTE LEARNING POLICY**

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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 8.30 am and 3.30 pm (during whole school closure, not for isolated cases)

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:
 - For their own class
 - If they do not have a class of their own, support a class as directed by the HT
 - The amount and quality of the work should reflect the core teaching the children would receive in school
 - Work should be available for children by 8.30 am each day Monday - Friday
 - Work should be uploaded to Google Classroom
- Providing feedback on work:
 - Teachers will monitor work on Google Classroom

- o Teachers will mark children's work online – feedback should be given regularly and a minimum of 3 times per week
- o Feedback may be given through recorded, verbal messages where appropriate
- Keeping in touch with pupils who aren't in school and their parents:
 - o Teachers should make regular contact with pupils not attending school. This can be done via Google Classroom, Google Meet and through phone calls. This should be done at least once per week
 - o Staff should not feel obliged to answer emails from parents outside of working hours
 - o Any complaints from parents should be discussed with HT or DHT
 - o If a child fails to complete set work, a phone call should be made to the parent / carer of the child to remind them of when work is being set and discuss any problems the family may be encountering
- Attending virtual meetings with staff, parents and pupils:
 - o Staff should dress appropriately
 - o The location should be suitable (see separate policy for further details)

If teachers are also working in school, it should be made clear to parents when they will be available to support with home learning and that teaching assistants will also be providing support.

2.2 Teaching assistants

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

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 assisting with remote learning, teaching assistants will be directed by class teachers, they will not be responsible for setting work but could be asked to support with feedback to pupils.

2.3 Subject leads

The SENCO is classed as a subject lead and will do the following, they will also ensure weekly welfare checks are carried out for children with SEND and appropriate support offered to parents.

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 – 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:

- The DHT SENCO will co-ordinating the remote learning approach across the school
- 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

2.5 Safeguarding

Any safeguarding concerns should be dealt with in accordance with school policy.

2.6 IT

Support with IT issues related to devices issued by the school can be accessed through ICT in Schools South Tyneside.

2.7 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
- 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

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:

Here are some suggested issues and the most likely points of contact, but adapt and add to this as needed:

- Issues in setting work – talk to the relevant subject lead or SENCO
- Issues with behaviour – talk to the relevant head of phase or year
- Issues with IT – talk to IT technician via phone or email in the first instance
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DSL

4. Data protection

4.1 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 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.

4.2 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. Monitoring arrangements

This policy will be reviewed annually by Emma Cook (HT).

7. Links with other policies

This policy is linked to our:

- Behaviour policy and coronavirus addendum
- 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
- E-safety safety policy

Review date: September 2024