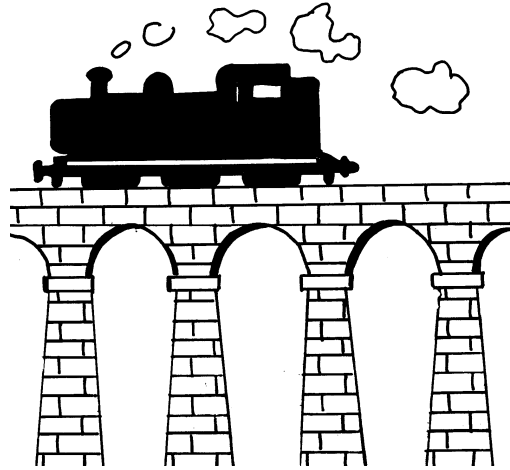


Chappel C of E (VC) Primary School



On track for success

Name of Policy	Remote Learning Policy
Author	Julie Ingram
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Principles and Values

Our school is on track for success.

The Chappel school family nurtures independence and self-belief promoting a passion for learning so all aspirations are achievable.

At Chappel C of E (VC) Primary School we achieve this by

- Promoting healthy hearts and nurturing enquiring minds;
- Encouraging the school community to feel welcome, safe and valued within a Christian ethos;
- Empowering children to be independent learners and contributing members of the community;
- Recognising parents and carers as essential partners in their children's development;

Our curriculum

- is varied, challenging and inspiring;
- builds upon first hand experiences;
- is rich, stimulating and relevant;
- enables children to enjoy learning

Our Core Christian Values are

- Tenacity
- Respect
- Courage
- Faith
- Tolerance
- Compassion

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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 8.30am to 3.30pm Monday to Friday.

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 classes
 - This will comprise a daily maths, English and topic based task
 - Work should be planned a week in advance and an overview shared with parents via School Ping. Tasks should be available to the children from 9.00am each day.
 - Work should be uploaded to the class page on the VLE. Tasks should be allocated to each child so they appear on the child's page on the VLE
 - Children who do not have access to computer facilities should be provided with a paper copy of the work
- Providing feedback
 - Pupils must upload completed work to the VLE

- Feedback will be given via the VLE
- All feedback should be given by the end of the working week.
 - Keeping in touch with pupils who aren't in school and their parents:
- Regular contact will be made with parents via School Ping to give details of work set. The headteacher will contact parents of individual pupils who are isolating to keep in touch. Parents are able to contact teachers via the pupil's emails on the VLE
- Teachers are not expected to answer emails from parents or pupils outside of directed time.
- Any complaints or concerns should be discussed with the headteacher and an appropriate response will be devised.
- Failure to complete work will be addressed by the class teacher in the first instance. Persistent failure to complete work will be referred to the headteacher. Inappropriate emails or blog entries are automatically referred to the class teacher in the first instance.

Attending virtual meetings with staff, parents and pupils

- Staff should be appropriately dressed to maintain a professional appearance
- Staff should avoid areas with background noise, nothing inappropriate in the background

If teachers are working in school the work set on line will be related to the work being covered by the whole class.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available according to their contractual hours and days of work

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 are responsible for:

- Attending virtual meetings with teachers,
- Avoiding areas with background noise, nothing inappropriate in the background

Teaching assistants will be asked to support work in school and this may require some flexibility in work patterns.

2.3 SENCo

The SENCO will be responsible for co-ordinating remote learning for children with SEND across our school.

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers to make sure all work set is appropriate and consistent
- Monitoring the remote work set by teachers—such as through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach effectively 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 –such as through regular meetings with teachers, 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

The DSL is responsible for ensuring the Child Protection Policy is followed.

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
- 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 – including asking for paper copies of work or a laptop to access work
- 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 headteacher:

4. Data protection

4.1 Accessing personal data

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

Explain:

- › How they can access the data, such as on a secure cloud service or a server in your IT network
- › Which devices they should use to access the data – if you've provided devices, such as laptops, make staff use these rather than their own personal 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

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

Please refer to the Child Protection Policy and Safeguarding policy available on the school website

6. Monitoring arrangements

This policy will be reviewed every three years. At every review, it will be approved by Curriculum Committee of Governors

7. Links with other policies

This policy is linked to our:

- › Behaviour policy
- › Child protection policy
- › Data protection policy and privacy notices

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