**Learning Together for Life**

*Jesus said, 'Love one another as I have loved you' John 15:12, New Testament*

# Stepney Greencoat

# Church of England Primary School



# Remote Learning Policy

| Policy Reviewed/Approved | By Committee, Individual Governor or Head teacher |
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| **Policy Renewal Date** | AUTUMN 2022 |

# Learning Together for Life

## Jesus said, 'Love one another as I have loved you' John 15:12, New Testament ('Injil')

**Learning:** Learning is central to our purpose as a school and we know that being in school is key to children acquiring the necessary skills and knowledge to progress academically. Wherever possible our aim is to always keep our school open. Where this is not possible, we will provide a core curriculum, largely based online via our school website, which parents and carers can access to support their child with learning at home

**Together:** If we cannot be together in school as a class of children or as a whole school community our priority is working together with parents and carers to support children not only academically but also socially, emotionally and economically. This includes providing paper-based copies of learning for families with little or no internet access and food parcels for families who are vulnerable

**Life:** We recognise that the world is full of uncertainty and challenge at this time and the purpose of our remote learning policy is to ensure a level of consistency and continuity for our children in the event that they are not in school. All learning will be linked to, but not a replica of learning which would be happening in school if school was open

# Contents

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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

> The Senior Leadership Team, comprising of the Headteacher, the Deputy Headteacher and the Assistant Headteacher are responsible for ensuring that the remote learning curriculum is available on the school website and is pitched to meet the needs of all children

> The SENDCO is responsible for ensuring that the remote learning provision is appropriate for children with SEND, noting that this may mean that a child with SEND may have differentiated or different work to their peers

> The Attendance and Welfare team are responsible for monitoring the children who are not in school due to COVID related symptoms and / or the need to self- isolate and ensuring that they are accessing (if well enough to do so) the remote learning provision

> The Senior SEND and Safeguarding TA is responsible for ensuring that any families with limited or no online access are able to access remote learning.

## 2.1 Teachers

Wherever possible our school will remain open to pupils and face to face teaching will always be our preferred teaching model

In the event that a class or classes or the whole school is closed to pupils' teachers must be available during their directed working hours

Teachers should be flexible to, if safe and required, to work on a rotational system as directed by the Headteacher, to work in school and from home

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:

- o Liaising with their Phase Leader (who is a Senior Leader) and SENDCO (as appropriate) to ensure that the learning for their class is available and appropriately pitched

- o Liaising with their Phase Leader (who is a Senior Leader) to ensure that the learning on the website for their year group is clear and accessible by parents

- o Ensure that the amount of work available on the website is adequate

- o Ensuring that when pupils return to school they speak with children about the learning they have completed.

- o Providing online feedback to children via Bug Club (Active Learn)

- o In the event of a class or whole school closure, call each family once per week on a Wednesday to discuss the home learning and emotional well-being of the children.

- o Respond to any parental questions via telephone or via email through the school admin email

- o Following the safeguarding policy and procedures to refer any concerns in a timely manner

## 2.2 Teaching assistants

Wherever possible our school will remain open to pupils and face to face teaching will always be our preferred teaching model

In the event that a class or classes or the whole school is closed to pupils teaching assistants must be available during their directed working hours

Teaching Assistants should be flexible to, if safe and required, to work on a rotational system as directed by the Headteacher, to work in school and from home

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 not required in school, teaching assistants are responsible for:

- o completing CPD as set by the Senior Leadership Team and / or SENCO

## 2.3 Designated safeguarding lead

The DSL is responsible for:

Ensuring that all elements of the safeguarding policy are adhered to by all members of staff

## 2.4 IT staff

IT staff are responsible for:

> Ensuring that the school website is operational and fixing any issues as soon as possible

## 2.5 Pupils and parents

Staff can expect pupils learning remotely to:

> Be at contactable during the school day

> Complete work set by teachers

> Complete the learning to the best of their abilities

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 – this can be done by calling or emailing the school office in the first instance

> Be respectful when making any complaints or concerns known to staff

## 2.6 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:

- Issues in setting work – talk to their Phase Leader and / or the SENDCO
- Issues with behaviour – talk to their Phase Leader in the first instance and then the Headteacher
- Issues with IT – talk to the Computing Subject Leader and / or raise a ticket with Levett Consultancy
- Issues with their own workload or wellbeing – talk to their phase leader in the first instance and then the Headteacher
- Concerns about data protection – talk to the data protection officer, John Hicks, who can be reached through the office team
- Concerns about safeguarding – talk to the DSL, Emily Wright, or Deputy DSL, Lorraine Crowe.

# 4. Data protection

## 4.1 Accessing personal data

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

- Access the contact telephone numbers and or / email addresses for pupils in their class via Scholarpak, a cloud based Management Information System
- If staff are using their own equipment to make calls to families they should block their own personal number

## 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as telephone numbers, addresses and emails, 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

Our safeguarding policy is available on the school website

If you have any questions or concerns please contact the DSL, Emily Wright or the Deputy DSL, Lorraine Crowe

# 6. Monitoring arrangements

This policy will be reviewed termly by Emily Wright, Headteacher. At every review, it will be approved by Robert Scott, Chair of the Governing Body

# 7. Links with other policies

This policy is linked to our:

> Behaviour policy

> Child protection policy

> Data protection policy and privacy notices

> ICT and internet acceptable use policy

> Online safety policy