Nutley Church of England Primary School

Remote learning policy

This policy was endorsed by the **Board of Governors** at the meeting on 28th September 2020

Head Teacher   *E Peasgood*   signed   Date: 28th September 2020

Chair of Governors   *H Randal*   signed   Date: 28th September 2020

This policy will be reviewed termly during the Covid pandemic and revised where necessary

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1. Aims

This remote learning policy for staff aims to:

> Ensure consistency in the school's approach to remote learning

> 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

September 20202: Systems are currently being set up for to further support remote learning. This includes setting up G Suite as a learning platform. This policy will be updated accordingly.

Remote learning is intended to support children who:

> Are unable to attend school for a period of two or more days due to pre-existing medical conditions, accident or illness where the child is still fit to do some remote learning

> Are unable to attend school because they or a family is self-isolating due to Covid.

> Children who are unable to attend school due to a partial or complete school closure due to Covid, issues with the building (e.g. water leak) or adverse weather conditions.

2.1 Teachers

Teachers must be available between 8.45am and 4pm. If they are 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.

Teachers are responsible for:

> Setting work –

  o Setting work for their own class

  o Setting a similar amount of work that the children would have on a normal school day.

  o Setting work at the start of the week for the whole week or by 6pm on the day before

  o Work should currently be sent to the office email ready to be send out to the office email ready to be sent out to parents or uploaded onto the school website, as appropriate. This will change when the learning platform is up and running. Teachers will set work directly onto the platform.

  o A weekly staff meeting on Teams will take place whether school is open or in the event of a full or partial closure. This will include discussing curriculum coverage and supporting children who are unable to access the learning.

> Providing feedback on work

- o Currently parents email work or questions to the office email and this is then passed onto teachers. This will change to teachers being able to give feedback directly onto the learning platform.

- o Feedback is only expected to be provided between 8.45am and 4pm.

> Keeping in touch with pupils and parents

- o If a child is absent for a week or more, teachers will telephone the family to offer support and speak to the child. The phone call will be made from the school phone and be logged by the class teacher. Any welfare or child protection concerns will be passed immediately to the headteacher (currently the DSL). If there is a full or partial school closure, all families will be contacted by telephone by their class teacher or another member of teaching staff should the class teacher be absent from work. As above, calls will be made from the school phone, logged and concerns passed to the headteacher.

- o Teachers are not expected to answer emails outside of their 8.45am-4pm hours

- o Teachers should report any concerns directly to the headteacher. If the headteacher is ill, staff should refer issues or concerns to the deputy head (currently a deputy DSL).

> Attending virtual meetings with staff, parents and pupils –

- o Staff should dress appropriately for any virtual meetings in accordance with the staff code of conduct.

- o Staff should avoid areas with background noise and check there is nothing inappropriate in the background

2.3 SENCO and subject leadership

Alongside their teaching responsibilities, as outlined above, 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 to make sure work set is appropriate and consistent

> Monitoring the 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

> SENCO will maintain email contact fortnightly with parents whose children are on the SEN register.

> SENCO will alert the headteacher to any concerns.

2.4 Deputy Head Teacher

Alongside any teaching responsibilities, the DHT is responsible for:

> Coordinating the remote learning approach across the school

> Monitoring the effectiveness of remote learning 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 Designated safeguarding lead and Deputy Designated Safeguarding Leads

The DSL is responsible for:

> Acting on concerns raised by any member of staff, parent or child

> Working in accordance with the school's safeguarding policy and procedures.

> Meeting regularly with the DSL team to review concern forms and procedures.

2.7 Pupils and parents

Staff can expect pupils to:

> Be contactable during the required times – although 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 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 systems are appropriately secure, for both data protection and safeguarding reasons

3. Who to contact

If staff have any questions or concerns, they should contact the following individuals:

> Issues in setting work – talk to the relevant subject lead, other teachers, DHT or SENCO

> Issues with behaviour – talk to DHT or HT

> Issues with IT – Schools ICT Services

> Issues with their own workload or wellbeing – talk to the HT

> Concerns about data protection – talk to the HT/SBM

> Concerns about safeguarding – talk to the DSL/DDSL

4. Data protection

4.1 Accessing personal data

When accessing personal data, all staff members will:

- Use the school system, SIMS, whilst using a school laptop or whilst in school and using a school desktop computer.
- School laptops should be used for online meetings and setting remote learning/ responding to remote learning. Not all teachers currently have a school laptop but this will be supplied as soon as possible.

4.2 Sharing personal data

Staff members may need to collect and/or share personal data such as email addresses as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.

While this may be necessary, 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)
- 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 – this will be already installed on school laptops
- Keeping operating systems up to date – always install the latest updates

5. Safeguarding

The school's safeguarding policy has been updated to reflect remote learning and can be found on the school website.

6. Monitoring arrangements

During the current Covid pandemic, this policy will be reviewed every term by the HT, Chair and Vice Chair of governors. 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 and safeguarding policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy