Diss and Scole Primary Academy Partnership

Diss Infant Academy and Nursery, Diss CE Junior Academy & Scole Church of England Primary Academy

Remote Learning Policy

Policy Type:	**Academy Policy**
Approved By:	**Staff**
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Person Responsible:	**Jo Cerullo**

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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
- Reflect the school's values: Resilience, Aspirations, Respect

2. Roles and responsibilities

2.1 In the event of a closure

Teachers must be available between 8.30am - 12.00pm and 1.00pm - 3:15pm. 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 procedures before 7am on each day school day on the designated absence number. (07429318056) If it affects the completion of any work required, please ensure that arrangements have been made with year group team or SLT so that work is completed.

Teachers are responsible for:

- Running their Google Classroom - setting work for home learning when a phase group closes:
    - Create a timetable for the week (with phase group partners) – mirroring what is taught in school. This must include subjects from across the curriculum.

The timetable must include a mixture of audio and visual pre-recorded lessons.

- Ensuring children have access to lessons from 9am to 3.15pm the same length taught in school.
- Ensuring children have continued interaction with the teacher and other pupils
- Liaising with year group partners to produce weekly core curriculum plans along with non-core provision
- Creating online resources to support lessons throughout the week on Google Classroom. These will range from pre-recorded lessons by the class/year group teacher.

- Ensuring children know how to complete assigned work, turn it in, use templates, take photos of written work and upload
- Feedback and commenting on children's work
- Delivering online safety lessons to children - how to interact on the live stream, cyber bullying, appropriate language, safe searching
    - Continue the use of the 'PATHS' resources which support children's wellbeing.

› Providing feedback on work:

- Pupils can send any completed work to teachers via Google Classroom
- Teachers can feedback and return work to pupils via the comments feature
- Where possible teachers to highlight and comment on work, while the children are working - live marking
- Teachers should give feedback on work daily and return with a comment to the pupil before the following session the next day.

› Keeping in touch with pupils and parents:

- Via the private message function in Google Classroom
- Updates via ParentMail - at least weekly Update from Headteacher for longer closures
- Parents to be called if pupils do not engage with the home learning.
- Teacher emails - Emails received by teachers from parents and pupils are to be checked between 9am and 3:15pm, Mon- Fri. Emails must be replied to within 1 working day, Only send replies between these times. Anyone can respond to year group enquiries it does not have to be the actual class teacher.
- Any issues that are received are to be dealt with professionally by the class teacher and the Headteacher should be BCC'd in the communication. If necessary, teachers to contact a member of SLT for advice (see emailing tips and strategies in the appendix)
- Teachers are to make contact with all pupils in their online class every day via Google Classroom. For children who are not in attendance/engaging, the parent will be called.
- All calls to parents must be made from school and not from personal phones. Contact details can be accessed from Pupil Asset. Record all contacts with parents on CPOMS and add any relevant actions, including copying to siblings.
- Contact should be polite and encouraging. Teachers must adhere to the email policy and not give out any personal details. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly.

› Attending virtual meetings with staff, parents and pupils:

- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background, not to be in bedroom)
- Rules to be reminded at beginning of every meeting
- Any concerns notify SLT who will contact parent

2.1 Teaching assistants

Teaching assistants must be available to work their normal contracted hours, Mon to Fri. During this time, they are expected to check work emails and be available when called upon to support the children with their learning. 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.

Teaching assistants are responsible for:

- Supporting pupils with learning remotely:
    - When requested by the SENCO
    - Supporting the teacher to feedback on work from identified children
- Attending virtual meetings with teachers, parents and pupils:
    - Attend CPD virtually as directed by SLT
    - Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

2.2 Subject leads

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

- Supporting teachers with setting relevant online learning via Google Classroom.
- Monitoring the curriculum for coverage
- Supporting colleagues with strategies and availability of resources including online

2.3 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – SLT
- Monitoring the effectiveness of remote learning – reviewing work set by teachers weekly, monitoring TT Rockstars,monitoring email correspondence between parents and teachers
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Identifying patterns of engagement

2.4 Designated safeguarding lead

The DSL is responsible for:

- Maintaining contact, collating, passing on information and responding to any concerns.
- Regular meetings with Pastoral members to identify patterns in non engagement

2.5 IT staff

IT staff are responsible for:

- Creating emails
- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're experiencing
- Reviewing the security of systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices

2.6 Pupils and parents

Staff can expect pupils to:

- Be contactable during the hours of the school day 9am – 3.15pm – although they may not always be front of a device the entire time – eg.
- Seek help if need, via private comments on the class stream
- Alert teachers if they're not able to complete work
- Follow the guidelines for acceptable use of computer and behaviour on line

Staff can expect parents to:

- Seek help from the school if necessary – staff should refer parents to the 'Home learning section on our website for step-by-step guidance to access Google Classroom information and other useful links for learning.
- Be respectful when making any complaints or concerns known to staff

2.7 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/ SLT
- Issues with behaviour – talk to the SENCO/SLT
- Issues with IT – email ERGO is-support@ergo.co.uk
  Issues with their own workload or wellbeing – talk to SLT (or Mental Health Champion)
- Concerns about data protection – talk to the SLT

- Concerns about safeguarding – talk to one of the DSL

All staff can be contacted via the school email addresses

4. Data protection

4.1 Accessing personal data

When accessing personal data, all staff members will:

- All staff have access to CPOMS to record any parent contact or concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party.
- Teachers are able to access parent contact details via Pupil Asset using a secure password. Do not share any details with third parties and ensure Pupil Asset is logged off.
- SLT have the ability to locate personal details of families when required through securely accessing Pupil Asset. SLT are not to share their access permissions with other members of staff.
- School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

Sharing personal data

Staff members may need to collect and/or share personal data such as emails or phone numbers 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.

4.2 Keeping devices secure

These tips are based on our article on GDPR and remote learning. Talk to your data protection officer for more help, and your IT staff if you want to include details on how to put these measures in place.

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

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

This policy is available on our website.

6. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding Policy
- Data protection policy and privacy notices
- ICT and internet

  acceptable use policy
- Online safety policy
- Email Policy