Remote Learning Policy

NEWICK CE PRIMARY SCHOOL

Approved by:	Natalie Alty	**Date:**	20.07.20
Last reviewed on:	July 2020		
Next review due by:	July 2021		

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 normal working hours (8:45am-4:00pm)

If a teacher is 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:

> The planning and delivery of learning for their own year group. A timetable must be issued detailing lessons to be taught throughout the day. (See timetable Appendix 1)

> Feedback and assessment for activities provided.

> Daily interaction with their classes. (Please refer to the safeguarding policy and Covid Addendum for further guidance on this)

> Attending virtual meetings with colleagues.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available for their normal working hours.

If the Teaching Assistant is 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:

> Supporting pupils who aren't in school with learning remotely. Class teachers will advise:

   o   Which pupils they'll need to support

   o   How they should provide support

> Attending virtual meetings with colleagues.

2.3 Subject leads

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 – 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 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.

> Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSLs in charge of safeguarding are

Miss Natalie Alty – Lead DSL n.alty@newick-ce-prm.e-sussex.sch.uk

Mrs Amy Clarke Lead DSL a.clarke@newick-ce-prm.e-sussex.sch.uk

Mrs Sophie James Deputy DSL s.james@newick-ce-prm.e-sussex.sch.uk

2.6 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

2.7 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 remote learning systems are appropriately secure, for both data protection and safeguarding reasons

3. Expectations of Teaching and Learning:

In the event of a whole class, group or a small number of pupils having to self-isolate, Newick School will offer immediate remote education.

There will be access to high quality online and offline resources linked to the school's curriculum expectations.

We will provide printed resources for those who do not have online access.

Each day pupils will have activities in a number of subjects. There will be clear explanations of new content delivered either by the class teacher or through high quality videos.

Teachers will upload videos or share links of videos via Microsoft Teams Classroom.

Pupils will be asked to complete an activity or 'Assignment' based on the teaching input.

Feedback will be given by the class teacher through Microsoft Teams Classroom in either small groups or as a whole class.

Pupils will be able to complete the work electronically, or they can upload written work via Microsoft Teams Classroom.

Newick School will only use a quality assured list of remote education resources provided by the DfE.

These could include lessons from:

- Oak National Academy
- NCETM
- BBC Bitesize
- Jigsaw
- PE Hub
- White Rose

3.1 Microsoft Teams Classroom

The remote learning platform used by Newick School will be Microsoft Teams Classroom.

All staff have been trained in the use of Microsoft Teams.

Teachers will share individual logins with the children and will demonstrate how the children can use Microsoft Teams to access daily learning.

4. Data protection

4.1 Accessing personal data

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

› Each have their own login and should use their school device such as school laptop.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as usernames and names, 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 see child protection addendum on website https://newickschool.org/wp-content/uploads/2020/04/COVID-Safeguarding-addendum.pdf

6. Monitoring arrangements

This policy will be reviewed as further guidance is released by Amy Clarke Deputy Head. Share this policy with the Governing Body.

7. Links with other policies https://newickschool.org/policies/

This policy is linked to our:

> Behaviour policy

> 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

> Online safety policy

> Acceptable Use Policies.

Who to contact

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

> Issues in setting work – SLT

> Issues with behaviour – SLT

> Issues with IT – talk to IT staff

> Issues with their own workload or wellbeing – SLT

> Concerns about data protection – talk to DPO Amy Clarke

> Concerns about safeguarding – talk to the DSL