



Remote Learning Policy

Our Vision

Our school is a happy, welcoming Christian community in which children and adults work hard together to care for each other and the world, and to learn, grow and achieve success.

Our Core Values

*Love, Forgiveness, Truth, Friendship, Hope,
Peace.*

Review date: 28 October 2020

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school because their bubble is isolating.
- Set out expectations for all members of the school community with regards to remote learning.
- Provide appropriate guidelines for data protection.
- Provide pupils who are waiting for a test/results with work which is taking place in class.

2.1 Teachers

When providing remote learning, teachers must be available between 8:30am and 4:30pm.

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependant, they should report this using the normal absence procedure and ring the Headteacher or Deputy Headteacher by 7:00am in the morning and then again by 4:00pm for an update.

Setting work

- A short Zoom call explaining the week's learning for Reception parents.
- A weekly Maths/English Zoom call explaining the learning for KS1 and KS2.
- A timetable with daily guided/shared reading, English and Maths. Foundation subjects/RE and PE to take place in the afternoon.
- Power Point Slides of Maths and English lessons uploaded onto J2E.
- A clear expectation of when work should be completed and submitted for checking/marking.
- An explanation of the weeks Collective Worship focus.

Providing feedback on work

- At least 1 piece of writing per week marked by the CT and given 'next steps' for improvement.
- At least 2 pieces of Maths per week marked by the CT and given 'next steps' for improvement.
- Improvements must be acknowledged by an adult and fed back.
- Expectations set for self-assessment.
- TAs can also mark other work throughout the week.

Keeping in touch with pupils who aren't in school and their parents

- Work will be monitored by the CT and followed up if not completed.
- Class teachers should be available every day on J2E to answer any questions the children may have about the learning.
- Parents can email class teachers via the class Tenscope email address or the headteacher and deputy headteacher email addresses.
- Complaints will be dealt with by HT and DHT in line with our complaints policy.
- Safeguarding concerns will be fed back by CTs to the DSL and followed up in line with our Safeguarding policy.
- CPOMS should continue to be used when recording safeguarding or other concerns.

- Staff will follow the codes of conduct set out in the IT Code of Conduct when attending any virtual meetings with parents. Staff should protect themselves with a neutral background or a virtual background and ensure there are no personal items on display.

2.2 Teaching assistants

- When assisting with remote learning, teaching assistants must be available between 8:50am and 3:35pm or their normal working hours.
- 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.
- When assisting with remote learning, teaching assistants are responsible for supporting groups or individuals as determined by the class teacher.
- LSAs are responsible for supporting their assigned children including those with EHCP's. Interventions highlighted on IEPs and EHCPs should continue to be delivered where possible. Any concerns should be shared with the class teacher and then the SENCO.

2.3 Subject leaders

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.
- 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 through regular meetings with teachers and subject leaders, reviewing work set or acting upon feedback from pupils and parents.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

2.5 Designated safeguarding lead

We aim to have a trained DSL or deputy DSL on site wherever possible. Details of all important contacts are listed in the 'Important contacts' section of the Safeguarding Policy and Staff Handbook.

If our DSL (or deputy DSL) can't be on site, they can be contacted remotely by telephone or email.

DSL will:

- Identify the most vulnerable children in school
- Update and manage access to child protection files, where necessary
- Liaise with children's social workers where they need access to children in need and/or to carry out statutory assessments.

2.6 IT staff

The IT technician is responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with the use of learning platforms where work is expected to be completed
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer.

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although not always 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 cannot complete work
- Seek help from the school if they need it
- Be respectful if they need to make 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 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 with remote learning or behaviour

- The Headteacher
- The Deputy Headteacher/SENCO

Issues with IT

- The IT Technician

Issues with their own workload or wellbeing

- A member of SLT
- Enfield Links on Risk Assessment

Concerns about safeguarding

- DSL, DDSL.

4.1 Accessing personal data

- When accessing personal data for remote learning purposes, all staff members will only use J2E, additional platforms used by the school and LgFL log in details.

4.2 Processing personal data

- Staff members may need to collect and/or share personal data as part of the remote learning system. This should only be accessed through school systems and only school emails will be used to transfer that data. 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).
- Make sure the device is always locked if left unattended even for short periods of time.
- Not sharing the device among family or friends.
- Keeping operating systems up to date – always install the latest updates.
- Staff should adhere to the Code of Conduct for IT when working remotely.

5. Safeguarding

- All staff are required to read the school safeguarding policy and its addendums. All staff are required to read the document Keeping Children Safe in Education Part 1, Sept 2020.
- Staff should inform DSL or DDSL if they are not able to contact a child/family who has not be completing work.

Monitoring arrangements

- This policy will be reviewed as necessary and at least termly by the Headteacher.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding and Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy

Complaints Procedure

If anyone in the school community feels that this policy is not being followed then they should raise the matter first with the Headteacher and, if concerns persists, with the Chair of Governors who will facilitate the appropriate action, which may include an investigation. If there is a formal complaint, then the school's complaints procedure will be followed.

Copies of this policy will be available from the school office and on the school website.