Higham Ferrers Junior School

'Be the best you can be'

REMOTE LEARNING POLICY

APPROVED:	November 2022
SIGNED:	SLT
TO BE REVIEWED:	November 2023

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

This remote learning policy has been written as guidance for staff and parents during the COVID-19 Pandemic.

It sets out the systems and technology that staff will use to keep the learning experience going for children, and details how they can be used effectively and safely, while allowing for the differing needs of families. The school's usual Online Safety Policy and Acceptable Use Agreements still apply at this time but this policy is an addendum in these unprecedented circumstances.

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 8.50am and 3.05pm.

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. If it affects the completion of any work required, ensure that arrangements have been made with year group team members of SLT to ensure work is completed.

When providing remote learning, teachers are responsible for:

> Setting work:

  o Work should be uploaded for their class daily o Timetable for the week also uploaded to

  enable parents/ children to plan time accordingly o This work should cover the full

  timetable of the day o This work needs to be uploaded by 8.50am o The work should be

uploaded onto Edmodo – schools remote learning platform ○ Staff can communicate with each other via school email to organise planning lessons and responsibility for uploading these

- ○ Online safety curriculum to be followed at www.thinkyouknow.co.uk . The page has been created to support parents during COVID-19 and the closure of schools.
- ❯ Providing feedback on work:
  - ○ Staff will comment, when necessary, on completed work uploaded onto the platform ○ Staff can communicate directly with the pupil via the platform to comment on work or offer advice to enable them to complete the work
  - ○ When uploaded, the work/ activity will have a submit date ❯ Keeping in touch with pupils and parents:
  - ○ Staff can keep in contact with pupils via Edmodo, and parents via school email, School Comms (school messaging system) or phonecalls made from a school phone ○ Emails received from parents are to be checked between 8.50am and 3.05pm. Emails will be replied to within 48 hours and replies sent only within these times.
  - ○ Staff should not respond to emails from parents outside of school working hours ○ Concerns or complaints should be dealt with in line with the school's complaints policy.
  - ○ If children are not completing work then parents will be informed and support put in place ❯ Attending virtual meetings with staff, parents and pupils:
  - ○ If holding a virtual meeting, then there is an expectation that the school's dress code will be followed.
  - ○ When holding a virtual meeting, staff must ensure that there is nothing offensive in view. A plain background/ plain wall is advisable

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between their contracted hours. During this time they are expected to check work emails and be available when called upon to attend school.

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 inclusion manager
- ❯ Attending virtual meetings with teachers, parents and pupils:
  - ○ If holding a virtual meeting, then there is an expectation that the school's dress code will be followed.
  - ○ When holding a virtual meeting, staff must ensure that there is nothing offensive in view. A plain background/ plain wall is advisable

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- ❯ Monitoring the work set by teachers in their subject.

> Work and support teachers teaching their subject remotely to make sure all work set is appropriate and consistent.

> 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 – SLT.

> Monitoring the effectiveness of remote learning – reviewing work set by teachers weekly, monitoring AR and TT Rock Stars, monitoring email correspondence.

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

2.5 Designated safeguarding lead

The DSL is responsible for:

○ Maintaining contact, collating, passing on information and responding to any concerns. (see CP policy and safeguarding policy)

2.6 IT staff

IT staff are responsible for:

> Creating emails

> Fixing issues with systems used to set and collect work

> Reviewing the security of systems and flagging any data protection breaches to the DPO >

Assisting pupils with accessing the internet or devices

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

> Be contactable during the school day 8.50am to 3.05pm – although they may not always be in front of a device the entire time.

> 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

> 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 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 the relevant subject lead/ SENCO or IT support

> Issues with behaviour – talk to the relevant head of year

> Issues with IT – talk to IT staff (AM)

> Issues with their own workload or wellbeing – talk to their line manager/ SLT

> Concerns about data protection – talk to the data protection officer (business manager) >

Concerns about safeguarding – talk to the DSL

All staff can be contacted via the school email address

4. Data protection

4.1 Accessing personal data

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

> Teachers are able to access parent contact details via SIMs using a secure password. Do not share any details with third parties and ensure SIMs is logged off when finished.

> School laptops and ipad are to be used when accessing personal data.

4.2 Processing 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 apples to our functions as a school and doesn't require explicit permissions.

However, staff are reminded to collect and/or share as little personal data as possible online.

4.3 Keeping devices secure

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 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 read the following – safeguarding policy, child protection policy

6. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government. At every review it will be approved by the SLT and Head Teacher.

7. Links with other 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