



# Chandlers Field Primary School

## Remote Learning Policy

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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

## 2. Roles and responsibilities

### 2.1 Teachers

When providing remote learning, teachers must be available between 8.30 and 4pm

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.

When providing remote learning, in their year group teachers are responsible for:

Setting work:

- For their year group taking into account the varying needs of each class.
- Considering the additional stress that families could be under at this time, work for three lessons per day would be set. Additional work would be available via Education city and Mathletics should parents and carers wish their child to access this.
- Work will be posted on the website by 3.30 pm the day before.
- Completed work from the children should be emailed back to the class teacher via the class email account. The class teacher will only access the email accounts during the hours of 8.30 and 4pm.
- Lessons will follow the maths and English curriculum to ensure that there is consistency and progression across the school, whilst recognising that coverage may be to a slower time frame.
- Surrey County council have said they will be making devices available for children with limited access to devices so they can still complete the work **Providing feedback on work:**
- Completed work will be submitted by families via the class email account.

- Feedback, via the class email account, will follow school policy and identify areas of strength and areas to be improved.
- Feedback will be given no later than within 48 hours of receipt of the work.

#### **Keeping in touch with pupils who aren't in school and their parents or carers:**

- Where there is no contact from parents or carers weekly telephone calls will be made to check in with families.
- Staff will not be in contact with parents and carers outside of school hours.
- If a complaint or concern is received the teacher should handle it following normal school policies. A formal complaint will be dealt with by the Head or Deputy following the government guidance at that time. For safeguarding concerns please see the section below.
- Where work is not being completed staff need to contact the parent or carer and obtain a reason. Where possible the school will work together with parents and carers to ensure all children are able to complete work.
- How to handle any behavioural issues, such as failing to complete work Attending virtual meetings with staff, parents and pupils:
- If a virtual meeting takes place the normal school dress code applies.
- These should where possible take place from school but in the event that this is not possible staff are to avoid areas with background noise, and ensure there is nothing inappropriate in the background

If staff are also working in school during this time it will depend on the nature of that work as to whether remote learning is still provided. EG if the school remains open for children of key workers staff will be on a rota and remote learning will still be provided. If the school is open to specific year groups those year groups will not be providing remote learning unless there are exception circumstances as agreed with the head or deputy.

### **2.2 Support Staff**

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

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.

When assisting with remote learning, support staff will be directed by the class teacher in the first instance unless they are required to provide childcare for children of key workers or others.

### **2.3 Subject leads and SENDCo,**

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 through discussions and work sampling
- 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 quality and effectiveness of remote learning through regular meetings with 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**

During any period of remote learning our Safeguarding policy remains in place along with addendum to it.

## **2.6 IT staff**

Our IT staff are an external company. They are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

## **2.7 Parental Support Advisor**

The PSA will ensure that weekly check-ins are made with our vulnerable families and will report any concerns to the Social worker, where they are involved. All contact will be recorded on CPoms.

## 2.8 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 or well enough.
- 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
- Be respectful at all time when making concerns known to staff

## 2.9 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 or SENCO

Issues with behaviour – talk to the relevant phase leader

Issues with IT – raise a ticket in the usual way

Issues with their own workload or wellbeing – talk to their line manager Concerns

about data protection – talk to the data protection officer Concerns about safeguarding

– talk to a DSL

## **4. Data protection**

### **4.1 Accessing personal data**

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

- Use their school network login details via a secure cloud through Office 365 and never their own personal email
- Staff will use personal and school devices but security is maintained by only accessing through Office 365

### **4.2 Processing personal data**

Staff members may need to collect and/or share personal data such as email addresses 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 refer to the schools safeguarding policy.

## **6. Monitoring arrangements**

This policy will be reviewed annually by the head and deputy. At every review, it will be approved by the PLAT committee.

## **7. Links with other policies**

This policy is should be read in conjunction with our:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Working Together agreement
- ICT and internet acceptable use policy
- Online safety policy