

Approved: Autumn 2020
Review: Autumn 2021
Website Policy

THE GLEBE PRIMARY SCHOOL

Remote Learning Policy



The Glebe Primary School
Gateway to Learning where Every Body Excels

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

Roles and responsibilities

Teachers and Teaching Assistants

When providing remote learning, teachers and TA's must be available between 9am and 3pm or 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 providing remote learning, teachers are responsible for:

Setting work -

- For the class/groups/individual children in the class/year group
- Providing Daily English/Maths/Curriculum work linked to the objectives for that week in the long term planning and to the work in class, whilst meeting the needs of the individual
- Uploading work to Seesaw, Emailing or providing paper packs, dependent on the need
- Identify children with limited or no access to technology and providing work in the best format
- Working as part of the year group team to ensure consistency across the year group for children in school and at home

Providing feedback on work -

- Via email
- Via electronic platform - Seesaw - daily

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

- At least weekly check in calls
- Year group emails for parents to contact class teachers during school hours
- Complaints, concerns or safeguarding issues should be passed on as usual

Attending virtual meetings with staff, parents and pupils:

- Staff should be dressed in a professional manner following the expectations of the dress code
- Staff should ensure that the background is appropriate to a professional meeting, when conducting meetings from home
- Live Lessons/meetings should not be recorded as this would be a data breach

If teachers are self isolating, but well, when their class is in school, they will be responsible for setting the work for the children in school, as well as any remote learners. They are encouraged to keep in touch with their class virtually and deliver some input, via Zoom or Teams. This will be dependent on the age of the children.

Where a teacher is absent in KS2 classrooms, teachers from the parallel class will live stream some lessons as appropriate across the year group.

Subject leads/Co-ordinators

Alongside their teaching responsibilities, subject leads and co-ordinators 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

Monitoring the remote work set by teachers in their subject

Alerting teachers to resources they can use to teach their subject remotely

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 and via feedback from pupils and parents

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

Designated safeguarding lead

Justine Moralee (HT - Lead)

Joanne Lewis (Deputy Lead)

The DSL is responsible for:

- Referring cases of suspected abuse to the Hartlepool and Stockton Children's Hub.
- Supporting staff who make referrals to the Hartlepool and Stockton Children's Hub.
- Referring cases to the Channel programme where there is a radicalisation concern as required.
- Supporting staff who make referrals to the Channel programme.
- Referring cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required.
- Referring cases where a crime may have been committed to the Police as required (including Sexual Exploitation (VEMT lead) or Female Genital Mutilation and Forced Marriage).

Pupils and parents

Staff can expect pupils learning remotely to:

Be contactable during the school day

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 when making any complaints or concerns known to staff

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

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 SLT
- Issues with behaviour - talk to the SLT
- Issues with IT - inform the school office
- Issues with their own workload or wellbeing - talk to a member of the SLT
- Concerns about data protection - talk to the school office
- Concerns about safeguarding - talk to the DSL

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

- Issues in setting work - talk to the class teacher
- Issues with behaviour - talk to the class teacher
- Issues with IT - inform the school office
- Issues with their child's workload or wellbeing - talk to the class teacher
- Concerns about data protection - talk to the school office
- Concerns about safeguarding - talk to the DSL

Data protection

Accessing personal data

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

Access the shared area via remote access

Access data using devices provided by the school - laptop or ipads

Processing personal data

Staff members may need to collect and/or share personal data such as email addresses and telephone numbers 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.

Staff should use the BCC function to avoid sharing email addresses when sending a group email or send through School Comms.

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

Use of personal Mobile Phones

In order for staff to make contact with parents for welfare calls and Parent Consultations while self-isolating, they are able to use their own personal phones from home. To ensure we are meeting safeguarding and GDPR regulations, staff need to:

- Ensure they only call parents' phones;

- Make sure someone in school is aware that the calls are being made, and keep a record of the date and time of each call;

- Call in school hours as much as possible;

- Have a parent there at the child's end, if talking to the child;

- Block your number so parents don't see it. This can be done by prefixing 141 to the number you are calling. (Give parents a heads up that you will be calling from a withheld number, so they're more likely to pick up.)

- Delete the call history on the phone.

- If any costs are incurred, staff need to pass the bill to the school office to be reimbursed.

- Calls can also be made through the Microsoft Teams App using the school laptop.

Monitoring arrangements

This policy will be reviewed every 3 years by the senior leadership team. At every review, it will be approved by the full governing board.

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

Approved by:

Chair of Governors Signed: Date:.....

Mrs J. Moralee (Head Teacher) Signed: Date:.....