



Claverley CE Primary

Adopted by the Governing Body

Feb 2021

Remote Learning Policy

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 8.45am and 3.30pm on their contracted days

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:

- Providing age-appropriate learning
- Giving feedback to pupils
- Taking registers to ensure all pupils are engaging
- Monitoring the use of online subscriptions for learning
- Reporting to the Designated Safeguarding Lead if there are concerns around pupil well-being
- Engaging with parents/carers to provide support where necessary especially in the area of special educational needs and vulnerable pupils.
- Attending virtual meetings

There is an acknowledgement that with our staffing structure, most of the time teachers are in class and not on a rota where time can be spent at home focusing solely on home learning.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during their contracted 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, teaching assistants are responsible for:

- Supporting pupils with SEND or who aren't in school with learning remotely
- Supporting the class teacher/pupils and parents/carers where necessary to ensure all pupils engage in remote learning

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

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

2.4 Headteacher

Is 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 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

The DSL is responsible for:

The safeguarding and well-being of all pupils. See the responsibilities outlined in our Safeguarding and Child Protection Policy.

- Meeting with deputy DSL to review pupil well-being and engagement.
- Monitor well-being calls made to families regularly. Calls may be made to pupils who are not engaging with remote learning, pupils already receiving learning mentor or SEN support and/or pupils with vulnerable needs.

2.7 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
- Be respectful when making any complaints or concerns known to staff
- During live sessions, pupils should not record or take pictures.
- The school email address should be used for school work only

2.8 Governing body

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 the schools continue to provide a learning culture for all pupils
- Ensuring that staff are certain that remote learning systems are appropriately secure, for

both data protection and safeguarding reasons

- Supporting the well-being of the whole school community

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 IT – talk to SLT and Computer Factory (IT Support)
- Issues with their own workload or wellbeing – talk to the Executive Headteacher or line manager
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DSL

4. Data protection

4.1 Accessing personal data

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

- Access the data, on a secure cloud service Microsoft Office 365
- Staff should access data using the school laptop or IPAD
- Follow the acceptable user policy for IT and ensure GDPR guidelines are followed.

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)
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends (if a school device is borrowed)
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

5. Monitoring arrangements

This policy will be reviewed as required in line with any changes by the Headteacher, it will be approved by the full governing body at each review.

6. 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
- E Safety Policy