

# Remote Learning Policy

Cape Primary School



<b>Approved by:</b>	Governors	<b>Date:</b> November 2020
<b>Last reviewed on:</b>	N/A	
<b>Next review due by:</b>	November 2021	

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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

The staff at Cape primary will be responsible for ensuring remote learning in the event of a child/family self-isolation or lockdown. The head teacher will ensure that all teaching and support staff have the relevant support needed to ensure they can provide remote learning. This may be providing CPD or loan laptops.

- › Teachers to plan and deliver remote learning through Microsoft Teams when a class bubble needs to isolate or provide paper based resources/online resources for individual pupils isolating.
- › LSP support staff to support the teacher during remote learning where a class bubble needs to isolate.
- › Inclusion lead, Assistant SENCO to ensure children with additional needs receive appropriate resources and materials to access an appropriate and relevant curriculum.
- › Pupil Premium led will ensure disadvantaged children are loaned equipment where necessary to ensure they are able to access online learning and that an agreement is signed.
- › Network manager, ICT technician will ensure devices are readily available to loan to staff and pupils and are checked upon their return.
- › Office staff – to photocopy materials as required by families unable to access online learning.
- › FSW to provide pastoral support for families through telephone calls to parents isolating with children.
- › EWO – to provide assistance where needed for families flagged up for additional support.

### 2.1 Teachers

When providing remote learning, teachers must be available between 9.00am -3.00pm. Additional time for planning outside/inclusive of these times. PPA will be provided for those staff self-isolating at home through additional staff within the year group.

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 children who are self-isolating due to being contacts of positive cases or for the whole class when a class bubble needs to isolate. They will not need to provide work for children outside their own class unless a year group bubble bursts and collaborative planning is provided. The amount of work they need to provide
  - Work must be sent to the office by 9am on the day of learning by email and/or uploading to the school website class pages [www.capeprimary.com/classpages](http://www.capeprimary.com/classpages)
  - Teachers should co-ordinate with other teachers, including those teaching in school, to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work. They may do this via email/Microsoft Teams meetings
- Providing feedback on work
- Plenary session at the end of each day for children to share learning with the teacher.
  - Paper based learning to be returned to school at the end of isolation (stored for 72 hours before opened).
  - Feedback to activities completed online e.g. Education City, Purple Mash, Reading Eggs, Reading Plus
- Keeping in touch with pupils who aren't in school and their parents
- Teachers should let the school office know of any children not attending online learning activities and a telephone call then made by the school office to find out why the child is not accessing learning and provide details of collection for paper based learning.
  - Any parental conversations via Teams or messages sent to staff or safeguarding concerns should be reported immediately as per the safeguarding policy of the school.
  - Any behavioural issues or failure to complete work should be followed up by a telephone call home to parents, this may be done by the school office or family support workers.
- Attending virtual meetings with staff, parents and pupils:
- Dress code – staff should wear smart/casual clothes
  - Locations – when working from home staff should blur their background.

## 2.2 Learning Support Practitioners LSPs

When assisting with remote learning, LSPs must be available between 8.30am-3.45pm.

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, LSPs are responsible for:

- Supporting pupils who aren't in school with learning remotely:
  - Groups of pupils as determined by the class teacher.
  - Providing support for groups through break out rooms for small teaching groups and monitoring the chat function in virtual meetings.
- Attending virtual meetings with teachers, parents and pupils:
  - Dress code – staff should wear smart/casual clothes
  - Locations – when working from home staff should blur their background.

## 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
- › 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 – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- › 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 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:

- › Ensuring the school Child Protection and Safeguarding policy is followed and concerns reported as per the school systems.
- › Ensuring regular contact is made with 'vulnerable' families or those on plans who are isolating.
- › Ensuring social workers for families on plans are informed as soon as a child begins self-isolation.

## **2.6 IT staff**

IT staff are responsible for:

- › Fixing issues with systems used to set and collect work
- › Helping staff and parents 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
- › Assisting pupils and parents with accessing the internet or devices
- › Ensuring the security of devices loaned to families.
- › Checking devices loaned to families on return and refreshing ready for loan again.

## **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

- › Ensure any loaned equipment is treated with care and respect and the loan agreement adhered to.

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 – if you know of any resources staff should point parents towards if they're struggling, include those here
- › Be respectful when making any complaints or concerns known to staff

## 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 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 – talk to IT staff
- › 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 the DSL

## 4. Data protection

### 4.1 Accessing personal data

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

- › Ensure any data is held on encrypted memory stick and information about pupils not visible for other family members to see/access.
- › Should only use a device provided by school or agreed by school.

### 4.2 Processing personal data

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

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

### 4.3 Keeping devices secure

These tips are based on 'The Key' article on the [GDPR and remote learning](#).

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 memory stick 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**

The safeguarding policy for the school can be found on the T Drive > H > Health &v Safety > September 2020 > Child protection or on the school website [www.capeprimary.com/safeguarding](http://www.capeprimary.com/safeguarding)

## **6. Monitoring arrangements**

This policy will be reviewed annually or more frequently if the need arises by head teacher and provisions Committee. At every review, it will be approved by Provisions Committee.

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

This policy is linked to our:

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