Gorse Hall Primary and Nursery School

Remote Learning Policy

Approved: July 2020	
Last reviewed: Nov 2021	
Next review: July 2022	

Contents

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. Our Remote Learning Plan

2.1 If a single pupil has to remain at home for any reason, their work will be provided in the form of a physical work pack (as their teacher will be fully occupied teaching their class).

2.2 If an entire Year group or class bubble has to be educated remotely, they will receive a physical work pack AND daily online lessons (which may be pre-recorded). They will also be able to access a daily 'catch up chat' with their class and teacher at a prearranged time and their teacher can be contacted via email to address specific issues.

3. Roles and responsibilities

3.1 Teachers

When providing remote learning, teachers must be available between 9.00 and 15.15.

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:
> - o Setting a maths and English task for each day and 3 pieces of other curriculum work per week
> - o Providing paper copies in the form of a 1-2 week block which should be available for collection as soon as possible. These should also be uploaded to the school dropbox so parents can print at home if they wish.
> - o Producing a short video lesson to support the daily maths and English task (which may be pre-recorded)
> - o Liaise with year group partner to ensure consistency across the year group

> Providing feedback on work:
> - o Parents/pupils can share completed work via email and teachers will aim to provide feedback within 24 hours
> - o Answers for maths tasks or curriculum quizzes will be provided after each one to allow immediate feedback (pupils or parents should mark these)
> - o Pupils may bring back up to 5 pieces of work when they return to school for specific help or feedback on if they wish. We cannot recommend more than this as staff will need to focus on catching up and the next set of learning.

> Keeping in touch with pupils who aren't in school and their parents:
> - o Teachers will be available for daily class catch up sessions at a prearranged time via Teams
> - o They should email or phone (from a withheld number) any parents/pupils they do not hear from by the end of each week
> - o Teachers are only expected to respond to emails between 9.00 - 15.15 but are allowed to respond outside of these hours if they wish
> - o If they receive any complaints or concerns from parents/pupils, these should be shared with a member of SLT.
> - o Any safeguarding concerns should be referred to the Designated Safeguarding Leads (Alex Flood, Jane Evans, Nazia Suleman or Jane Troy).
> - o If teachers are concerned that pupils aren't completing work, they should liaise with the parents in order to see whether further support is necessary. If this isn't effective, they should refer the issue to a member of SLT.

> Attending virtual meetings with staff, parents and pupils:
> - o Ensure they are wearing appropriate clothing as they would for school
> - o They must choose a quiet and appropriate location (e.g. avoid areas with background noise, nothing inappropriate in the background)

3.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 09.00 – 15.15.

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 who aren't in school with learning remotely:
    - They should be available to support any pupils specifically identified by their teacher (e.g. SEND or Disadvantaged) up to a maximum of 4
    - This may include a daily video call at a pre-arranged time to check in and provide support with specific tasks, or it may involve communicating with pupils/parents via email or phone calls (from a withheld number).
- Attending virtual meetings with staff, parents and pupils:
    - Ensure they are wearing appropriate clothing as they would for school
    - They must choose a quiet and appropriate location (e.g. avoid areas with background noise, nothing inappropriate in the background)

3.3 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Supporting staff during periods of remote learning
- Monitoring the effectiveness of remote learning through regular discussions with staff, parents and pupils
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

3.4 Designated safeguarding lead

The DSL is responsible for:

- Monitoring the safeguarding aspects of remote learning platforms
- Following up on concerns raised by staff
- Ensuring known vulnerable pupils receive additional wellbeing checks

3.5 IT staff

IT staff are responsible for:

- Setting up new platforms alongside Senior Leaders
- 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

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable at some point 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:

> Encourage their child to complete work set

> 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

4. 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 Year group partner or SLT

> Issues with behaviour – contact SLT

> Issues with IT – contact Paul Thompson

> Issues with their own workload or wellbeing – contact Alex Flood

> Concerns about data protection – contact Alex Flood

> Concerns about safeguarding – contact DSLs (Alex, Flood, Jane Evans, Nazia Suleman, Jane Troy)

5. Data protection

5.1 Accessing personal data

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

> Keep and access data using school encrypted laptops/tablets NOT personal ones (which must not be left unattended while in use)

> If data needs to be sent/received remotely, then Egress should be used

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 (Paul Thompson is responsible)

> Keeping operating systems up to date – always install the latest updates (Paul Thompson is responsible)

5. Safeguarding

This policy runs alongside our updated Safeguarding policy which can be found on our website or in the office. This is regularly reviewed and updated in line with current circumstances.

6. Monitoring arrangements

This policy will be reviewed termly by the SLT. At every review, it will be approved by the Chair of Governors.

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

> E Safety Policy