OAK VIEW PRIMARY & NURSERY SCHOOL
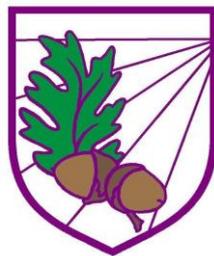
REMOTE LEARNING POLICY

Policy Date:	**March 2021**
Policy Review Date:	**Spring 2023**
Date ratified by Full Governing Body	02/03/2021
Signed by Chair of Governors	

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1. Aims

This remote learning policy for staff aims to:

- Ensure that teaching standards are maintained irrespective of where the teaching and learning takes place.
- Ensure consistency in the approach to remote teaching and learning for pupils who are not in school
- Ensure that whole class provision is consistent across the school in the event of a school or local lockdown.
- Set out expectations for all members of the school community with regards to remote teaching and learning.
- Provide appropriate guidelines for data protection.

2. Roles and Responsibilities

2.1 Teachers

- When providing remote learning, teachers must be available between 9.00am and 4.00pm.
- If they are 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; email Susan Wombwell in the first instance by 7am and ring the school office by 2.30pm on the day prior to your expected return to confirm the situation.

When providing remote learning, teachers are responsible for:

Setting work:

- This is to be in line with the class timetable and should include daily maths, English and reading along with foundation subjects as stated in the timetable for that day.
- Each teacher is responsible for the work for their class but may in extreme circumstances be asked to support their year group partner, year group partners can work together to set work where deemed appropriate.
- Each teacher must set a daily maths, English, reading and foundation subject lesson each day.
- This work must be uploaded to the relevant media by 9am each morning. Parents or pupils should email work or photographs of work back to the class teacher on the class email accounts.
- Teachers will set variety of work taking into account that many children in the school do not have good access to technology.

Providing feedback on work:

All work should be marked in line with the school marking policy and feedback given to pupils.

Keeping in touch with individual pupils who are not in school and their parents:

- If a pupil is off school related to COVID19 quarantine or Isolation teachers should keep twice weekly contact with parents and draw their attention to the class presentations uploaded on the *Class Home Learning Page*.
- If you receive an email of complaint from a parent or an email that you are unsure how to deal with, forward to SLT for advice and a member of SLT will support in the writing of a reply or will reply on your behalf.
- If a pupil does not complete work please be mindful that there could be an array of family related reasons behind this. Please email the pupil and ask if they need additional support with the work and if this does not result in completed work then please note this as uncompleted in your class records.

Attending virtual meetings with staff, parents and pupils:

- School dress code should still apply when pupils or parents can see you.
- When choosing a location for virtual meetings staff should be mindful of what can be seen and heard in the background.

2.2 Teaching assistants

- When assisting with remote learning, teaching assistants must be available between 8.30am and 3.30pm.
- If 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; Call Carole Nash by 7am and ring the school office by 2.30pm on the day prior to their expected return to confirm the situation.

When assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who are not in school with learning remotely
- At the direction of the class teacher you may be asked to support specific pupils or setting of activities for your intervention groups.

Attending virtual meetings with teachers, parents and pupils:

- School dress code should still apply when pupils or parents can see you.
- When choosing a location for virtual meetings staff should be mindful of what can be seen and heard in the 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 appropriately
- Monitoring the remote work set by teachers in their subject

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach.
- Monitoring the effectiveness of remote learning through staff, pupil and parent voice, teams and google surveys.

2.5 Designated safeguarding lead

The DSL is responsible for:

Ensuring that the school safeguarding policy is upheld through remote learning.

2.6   IT Technical support staff

Technology in Schools Service are responsible for:

- Fixing issues with systems used to set and collect work
- Setting up and managing pupil email addresses.
- Helping staff with any technical issues they are 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 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 are 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 cannot 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

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, SENDCO or SLT
- Issues with behaviour – talk to phase leader or Neil Richardson
- Issues with IT – talk to Susan Wombwell who will assist if possible and if not will refer to Technology in Schools.
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to Neil Richardson or Sheila O'Shaughnessy
- Concerns about safeguarding – talk to the DSL- Neil Richardson, Emma Hall, Susan Wombwell or Louise Young

4.   Data Protection

4.1   Accessing Personal Data

Teachers to be mindful of GDPR when emailing parents and ensure BCC is used rather than CC if group emailing.

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

- When new laptops arrive: Teachers can access data through their secure links to Sims

- When the new laptops are operational only these devices should be used for accessing the school network and any school related data.

4.2   Processing Personal Data

Staff members may need to collect and/or share personal data such as parent email address as part of the remote learning system.

As long as this processing is necessary for the school's official functions, individuals will not need to give permission for this to happen. This sharing is ONLY to be with other members of staff and not with parents or pupils. 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 or return to school when requested for physical updates as required.

5.   Safeguarding

The school follows a rigorous safeguarding policy and teachers are expected to follow the schools safeguarding expectations when delivering the curriculum remotely!

6.   Monitoring Arrangements

This policy will be reviewed regularly during the uncertainty of COVID 19. At every review, it will be shared with governors via Governor Hub. Links with other policies

7.   Links with other Policies

This policy is linked to our:

- Behaviour policy
- Child protection policy

- Data protection policy and privacy notices
- Curriculum Policy
- Online safety policy

Impact

As a result of our remote teaching and learning policy you will see…

- Engaged children who are all challenged even when learning remotely from home.
- Confident children who can talk about their learning and share their learning through a range of digital and non-digital means.
- Online and remote lessons that use a variety of resources and techniques to support learning.
- Different representations of learning across the curriculum.
- Learning that is tracked and monitored to ensure all children make good progress.