

INKBERROW PRIMARY SCHOOL

Love to learn, learn to care

We aspire for all our children to become confident, secure, caring individuals who achieve personal success and develop a love of learning.

Remote Learning Policy



Written By	Glenn Duggan-Seville
Reviewed By/On	IPS LGB 16/11/2020
Approved By/On	Full LGB 16/11/2020
Next Review Required	Autumn Term 2021

Contents

1. Aims.....	2
2. Roles and responsibilities	2
3. Who to contact.....	4
4. Data protection	4
5. Safeguarding	5
6. Monitoring arrangements.....	5
7. Links with other policies.....	5

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 9am – 3:30pm.

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 all the guidance set out in the school's Remote Learning Plan

2.2 Teaching assistants

Teaching assistants must be available for their available working hours. This may vary in times to support teaching staff in delivering live or pre-recorded learning.

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.

During the school day, teaching assistants must complete the following tasks as directed by a member of the SLT.

- Attend virtual meetings with teachers
 - Complete Professional Development tasks
 - Complete statutory training
 - Support lessons by managing the questioning in the online chat rooms
-

2.3 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 – explaining how they'll do this, such as 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

2.4 Designated Safeguarding Lead (DSL)

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

2.5 Pupils and parents

Staff can expect pupils learning remotely to:

- Listen carefully at all times
- Not use the chat room during online sessions
- Complete all their learning to the best of their ability
- Remember presentation has to be of the highest quality
- Seek help from the teacher if they are stuck
- Not record any of their lessons that are live or pre-recorded
- Use the screens appropriately and not add any comments
- Fully participate in all lessons
- Use their Growth Mindset skills when they find something difficult
- Use the same Inky Values that we use in school during live lessons

Staff can expect parents with children learning remotely to:

- Make sure that the children complete the work allocated to them by the deadline set
- Provide a quiet and calm space for children to work
- Communicate with the teachers through the class email address
- Not to record any live or pre-recorded sessions
- Provide the children with the resources needed for that session
- Alert teachers if they are unable to complete the work
- Be respectful when raising concerns to staff
- Be positive and encouraging about lessons, realising the restraints teachers may be facing in delivering lessons
- Not use social media or messaging services to comment on the quality of teaching

2.6 Local Governing Board

The Local 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:

Here are some suggested issues and the most likely points of contact, but adapt and add to this as needed:

- Issues in setting work – Class Teachers
- Issues with behaviour – Key Stage Leader or SLT
- Issues with IT – Mr Duggan / Miss Fowler / IBS
- Issues with their own workload or wellbeing – SLT
- Concerns about data protection – Miss Hiley
- Concerns about safeguarding –DSL – Mr Duggan / Miss Casati

4. Data protection

4.1 Accessing personal data

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

- Access any data through the Microsoft 365 system or on the remote learning platform.

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 will not 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 – ICT support will ensure this is up-to-date.
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Keeping operating systems up to date – always install the latest updates

5. Safeguarding

Please see the Safeguarding and Child Protection Policy.

6. Monitoring arrangements

This policy will be reviewed once a year by Mr Duggan (Head Teacher) and Mrs McPherson (Deputy Head Teacher). At every review, it will be approved by the Full Governing Board.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy



Home School Agreement

Remote Learning

In the event of the school having to work from home we would like to agree the following:

As a school, we will:

- Provide a clear Home Learning Plan
- Provide you with a time table of activities for your children to complete
- Ensure that there are 2 live / pre-recorded lessons a day
- Provide feedback on some of the work returned to class teachers
- Allocate the resources you will need through the Home Learning page of the school website
- Open a class email account for communication with the class teacher
- Work will be sent to parents by 9:00am for each day's learning / or a weekly ZIP folder that will be sent on Sunday evening for the week

As a parent, we will:

- Make sure that the children complete the work allocated to them by the deadline set
- Provide a quiet and calm space for children to work
- Communicate with the teachers through the class email address
- Not record any live or pre-recorded sessions
- Provide the children with the resources needed for that session
- Alert teachers if they are unable to complete the work
- Be respectful when raising concerns to staff
- Be positive and encouraging about lessons, realising the restraints teachers may be facing in delivering lessons
- Not use social media or messaging services to comment on the quality of teaching

As a pupil, I will:

- Listen carefully at all times
- Not use the chat room during online sessions
- Complete all my learning to the best of my ability
- Remember presentation has to be of the highest quality
- Seek help from my teacher if I am stuck
- Not record any of my lessons that are live or pre-recorded
- Use the screens appropriately and not add any comments
- Fully participate in all lessons
- Use my Growth Mindset skills when I find something difficult
- Use the same Inky Values that we use in school during live lessons

We all strive to do what is best for the children in this challenging time. May I thank you in advance for your ongoing and continued support that we can keep providing the education that your children need.

