

Remote Learning Policy

St Patrick's RCVA Primary School



Approved by:	Governors	Date: 05.10.2020
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Last reviewed on:	September 2020
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Next review due by:	January 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
- 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 will be available between 8:30am and 4:30pm.

Teachers are responsible for the following:

- Setting work
 - Provide work for all pupils in their class who are self-isolating.
 - Provide one piece of mathematics, one piece of English and one other piece of work per day.
 - Provide this work by no later than 5pm on the first day of isolation.
 - Use the school's online learning platform (Seesaw) to provide this work, or an alternative where there are barriers to accessing the internet.
- Providing feedback on work.
 - Teachers will provide feedback on completed work within one week.
 - Teachers will respond to pupils' work via the learning platform and on Class Dojo.
- Keeping in touch with pupils who are not in school and their parents/carers.
 - Teachers will provide feedback at least once per week.
 - Contact between the class teacher and parents/pupils will only be between the hours stated above.
 - Parents raising concerns or complaints should follow the school's procedure (available on school's website).
 - Where there are barriers to accessing remote learning, the school will seek to address the issues, or provide work by an alternative means.
 - Where there are issues around behaviour (e.g. not completing work that is set) the school will contact the parents and pupil, seek to provide appropriate guidance and support and, where necessary, follow its usual policy, following up on sanctions at the earliest opportunity.
- Attending virtual meetings with staff, parents and pupils.
 - Modest dress code would be expected.
 - Locations should avoid distractions, excessive background noise, or inappropriate images.

Where individuals are self-isolating, there will be a close link between the work being carried out in class and the remote learning that teachers are providing. As such, there should not be an unrealistic expectation on teachers' planning and preparation time. However, where there are concerns around this, these should be raised with the Head Teacher at the earliest opportunity.

Where teachers use live streaming or pre-recorded videos, guidance from the National Cyber Security Centre (NCSC) on [which video conference service is right for your school](#) and [using video conferencing services securely](#) will be followed.

In addition, [guidance from the UK Safer Internet Centre on safe remote learning](#) includes detailed advice on live, online teaching, and the [safeguarding guidance from London grid for learning \(LGfL\)](#) includes platform-specific advice.

2.2 Special Educational Needs

The particular challenges for pupils with Special Educational Needs will be considered, when setting work for remote learning.

The Special Educational Needs Co-ordinator will monitor the provision of those on the Special Educational Needs Register, including remote learning.

2.3 Senior leaders

Senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school.
- Understanding how approaches to remote learning are integrated into the wider curriculum design.
- Monitoring the effectiveness of remote learning.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.4 Designated Safeguarding Lead

The DSL is responsible for ensuring an appropriate level of contact and support is provided for those who are self-isolating and working remotely.

2.5 IT staff / Computing Lead

IT staff are responsible for:

- Sourcing a suitable learning platform, that meets the needs of the school community.
- Supporting staff in their use of the school's learning platform, providing any necessary training.
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer.
- Monitoring the effectiveness of any learning platform used by the school, in relation to it meeting the needs of our pupils and parents.

2.6 Pupils and Parents

Staff can expect pupils learning remotely to:

- Be contactable 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 are unable to complete work.

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can not complete work.
- Seek help from the school if they need it.
- Be respectful and timely when making any complaints or when raising concerns.

2.7 Governing Body

The governing body is responsible for:

- Monitoring the school's approach to providing remote learning, to ensure the quality of education remains as high as possible and is integrated into the wider curriculum design.
- 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:

- Issues in setting work –relevant subject lead or SENDCO/Patricia Davies
- Issues with behaviour –relevant teacher or senior leader

- Issues with IT –IT staff /Computing Leader – Helen Nowell
- Issues with their own workload or wellbeing – Pauline Burnside, Head Teacher
- Concerns about data protection –data protection officer/Patricia Davies
- Concerns about safeguarding –DSL/Pauline Burnside, Head Teacher

4. Data Protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will abide by the school's policies (e.g. Acceptable User Policy, Mobile Phone Policy).

4.2 Processing personal data

Staff are reminded to collect as little personal data as possible online and to only use the school's communication systems.

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.
- Ensuring antivirus and anti-spyware software have been installed.
- Keeping operating systems up to date – always installing the latest updates.

5. Safeguarding

This policy is in keeping with our Keeping Children Safe in Education Policy.

6. Monitoring arrangements

This policy will be reviewed at least annually (initially after 3 months) by Pauline Burnside (Head Teacher). At every review, it will be approved by the Governing Body.

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
- Complaints Policy