Dropmore Infant School
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Headteacher: **Mrs Gitta Streete**

Chair of Governors: **Mr Tim Wicks**

Policy No: **064**

Policy Title: **Remote Learning Policy**

Issue No: **002**

Effective Date: **January 2021**

Next Review Date: **January 2024**

Approved by Chair of Governors: ....

Date: ....

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.

Roles and Responsibilities:

TEACHERS

When providing remote learning, teachers must be available between 9am and 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 (phoning the headteacher by 8am).

When providing remote learning, teachers are responsible for:
- Setting weekly blocks of work for their class on Microsoft Teams to be available by Monday morning 9am.
  - In KS 1 a weekly block consists of 5 Maths and 5 English tasks, 5 phonics tasks and 5 Topic and creative tasks.
  - In EYFS a weekly block consists of a weekly overview of activities linked to a specific theme. This will include activities that all children are required to complete, as well as extra optional challenges for those who would like further learning. The teachers will upload at least two Phonics/Literacy tasks and two Maths tasks each week, as well as story times related to the theme of the week.
- Providing feedback (comment or 'like') on work uploaded onto Microsoft Teams within 2 working days of receiving the work.
- Keeping in touch with pupils who aren't in school and their parents, by making an initial phone call home and followed by 2-weekly phone calls if concerns.
- Reporting any safeguarding concerns, complaints or other concerns directly to the relevant responsible person (DSL, DDSL or headteacher).
- Respond to emails from parents and pupils during school hours only (9am-3:30pm) using the school email addresses only.
- Attending virtual meetings with staff, parents and pupils, ensuring appropriate dress code is followed and appropriate location chosen (e.g. avoid areas with background noise, nothing inappropriate in the background).

If a teacher is working in school, the above responsibilities will be shared and agreed with the teaching assistants.

TEACHING ASSISTANTS

When assisting with remote learning, teaching assistants must be available between 9am and 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 (phoning the headteacher by 8am).

When assisting with remote learning, teaching assistants are responsible for:
- Supporting pupils, signposted by class teacher, who aren't in school with learning remotely.
- Keeping in touch with families signposted by the class teacher, using school phone or email only.
- Supporting the class teacher in providing feedback on work uploaded.
- Reporting any safeguarding concerns, complaints or other concerns directly to the relevant responsible person (DSL, DDSL or headteacher).
- Attending virtual meetings with staff, parents and pupils, ensuring appropriate dress code is followed and appropriate location chosen (e.g. avoid areas with background noise, nothing inappropriate in the background).

If a teaching assistant is working in school, the above responsibilities will be shared and agreed with the class teacher.

SUBJECT LEADERS
Alongside their teaching responsibilities, subject leaders 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 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.

SENIOR LEADERS
Alongside any teaching responsibilities, the headteacher is responsible for:
- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning.
- Monitoring and reviewing the security of remote learning systems, including data protection and safeguarding considerations.
- Managing the stability of the IT solution, reporting any issues and liaising with the IT provider TurnITon.
- Helping staff, parents and pupils with any technical issues they're experiencing.

PUPILS AND PARENTS
Staff can expect parents of 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.
- Provide opportunities for their child to 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.
- Make the school aware if their child is sick or otherwise can't complete work.
- Be respectful when making any complaints or concerns known to staff.

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.

Equality Impact Assessment:
Every reasonable effort will be made to ensure the remote learning set up is suitable and accessible, allowing all pupils to participate fully and be actively involved, irrespective of special educational or medical needs or protected characteristics.

Data Protection
When accessing personal data for remote learning purposes, all staff members will:
- Use the VPN connection to remotely access our server on our IT network.
- Use Microsoft Teams to set remote learning tasks.
- Use Microsoft Teams, the school email address or school phone to communicate with pupils/parents.
- Only use the IT equipment provided by school (laptop and iPad) to access the data

Processing personal data
Staff members may need to collect and/or share personal data 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.

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.
• Making sure the device is locked (manually or automatically) if left inactive for a period of time.
• Not sharing the device among family or friends.
Our IT provider will ensure all staff devices are encrypted and up to date with latest updates of operating system, antivirus and anti-spyware software.

Safeguarding
Please refer to our Child Protection policy for detailed information about safeguarding at Dropmore Infant School. In case of lockdown, a Safeguarding Addendum will be drawn up to reflect the situation. The Child Protection policy and any Safeguarding Addendum are available from our website and on our Policy drive.

Monitoring
This policy will be reviewed every 3 years or earlier if any changes to the remote learning solution have been implemented.

Links with other policies
This policy is linked to our:
   o Policy 002 Behaviour Policy
   o Policy 015 SEND Policy
   o Policy 026 Child protection policy (and Addendum)
   o Policy 030 Staff Code of Conduct Policy
   o Policy 042 E-Safety Policy
   o Policy 049 Data protection policy and privacy notices
   o Policy 056 Equalities and Cohesion
   o Home-school agreement