

Remote learning policy

Finchampstead C of E (Aided) Primary School



Approved by:	Jacque Vanstone Nigel Kennington
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Last reviewed on:	October 21
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Next review due by:	May 25
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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 8.30am and 4pm.

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. If a member of staff is working remotely and home schooling their own children a plan will be put in place for the member of staff.

When providing remote learning, teachers are responsible for:

- › Setting work:
 - For their class, to provide a broad and balanced curriculum.
 - The work must be uploaded by 3pm the day before on Google Classrooms
- › Providing feedback on work:
 - When pupils reach a hand in date, staff will then feedback on work handed in through Google classrooms/Tapestry.
 - All handed in tasks will be looked at by the teacher and appropriate feedback given.
- › Keeping in touch with pupils who aren't in school and their parents:
 - All children will attempt to respond to the daily reflection by 10am, any children who miss this 3 times will receive a supportive email and contact will be made.
 - If children miss turning work in on 3 occasions within a week, staff will email parents to offer a supportive chat. Phone calls and emails should only be responded to or made during the school hours. Emails should be sent and received through finchparents@finchampstead.wokingham.sch.uk
 - If staff have any concerns regarding safeguarding, behaviour or learning, contact Headteacher to make a plan to support the family.
- › Attending virtual meetings with staff, parents and pupils:
 - Please dress appropriately to as you would be expected to for face-to-face teaching.
 - Ensure you are in a quiet space on your own with few distractions around the room and in a space, you are happy for the children, parents, staff to see. Never in a bedroom. Never with personal items such as family photos visible.

Learning in school will follow the same objectives but the content may vary. Staff will be supportive to achieve a balance between remote learning and providing face to face teaching.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during their normal working hours.

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. If a member of staff is working remotely and home schooling their own children a plan will be put in place for the member of staff.

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

- › Supporting pupils who aren't in school with learning remotely:
 - Monitor and record the pupil progress and engagement with TTRS, PM and Readtheory.
 - Communicate with pupils via Google Classrooms and feedback to class teacher.
- › Attending virtual meetings with staff, parents and pupils:
 - Please dress appropriately to as you would be expected to for face-to-face teaching.
 - Ensure you are in a quiet space on your own with few distractions around the room and in a space, you are happy for the children, parents, staff to see.

2.3 Subject leads and SEND lead

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 an appropriate distance away from each other
- › Monitoring the remote work set by teachers in their subject through regular meetings with teachers or by reviewing work set
- › Alerting teachers to resources they can use to teach their subject remotely
- › SEND lead will also send catch up emails to parents.

2.4 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 – monitoring learning, emails and through staff meetings.
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

2.5 Designated safeguarding lead

The DSL is Jacquie Vanstone head@finchampstead.wokingham.sch.uk

2.6 IT staff

Softegg staff are responsible for:

- › 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 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're 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 can't complete work
- › Seek help from the school if they need it – if you know of any resources staff should point parents towards if they're struggling, include those here
- › 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. Data protection

3.1 Accessing personal data

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

- › Work remotely on the RDS or through Sharepoint.
- › Login details should not be saved on any device used.

3.2 Processing personal data

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

Any emails sent to a group of parents will be done using bcc to keep email addresses private.

Parents must agree to have their email addresses shared for a Team meeting.

3.3 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)
- › Working on the RDS
- › Making sure the device locks if left inactive for a period of time
- › Not sharing the log in among family or friends
- › Installing antivirus and anti-spyware software
- › Keeping operating systems up to date – always install the latest updates