

Grendon CE Primary School

Remote Learning Policy

1. Aims

This remote learning policy aims to:

- › Ensure consistency in the approach to remote learning for pupils who are not in school due to self-isolation
- › 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

All teaching staff will be responsible for remote learning.

The Head Teacher, Deputy Headteacher, SENCO and Teaching Assistants will support, where required.

2.1 Teachers

When providing remote learning, teachers must be available during working hours.

If they are unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

- › Setting work:
 - For the class they are responsible for.
 - Including a broad range of learning, across all curriculum areas and linked to the current curriculum theme.
 - Using a remote learning platform such as Teams, which parents and children can access as appropriate.
 - Which includes clear instructions/expectations.
 - Which acknowledges that the school will need to provide hard copies of work where possible, for those children without online access (to be collected from school).
 - Which enables parents or children to communicate with the school and receive appropriate feedback through remote learning platforms such as Office 365 and Tapestry.
 - Individual children working remotely will be set work daily by their class teacher based on the learning in school. This will be provided within 24 hours of school being informed of the child's absence.
 - A class 'bubble' will be set a fortnightly skills grid by their class teacher, including a broad range of learning, across all curriculum areas and linked to the current curriculum theme. Links to teaching videos such as BBC Bitesize will be provided as appropriate.
 - Plans may be adapted to ensure the curriculum is accessible and inclusive.
- › Keeping in touch with pupils who are not in school and their parents
 - Work should be returned by pupils daily, via Teams or Tapestry, and feedback provided by the end of the next working day.
 - Children who do not return work on a given day will be contacted by the teacher on the next working day. In the first instance this contact will be via email and if necessary by telephone.

- Although the school acknowledges that work may not be completed or submitted due to illness, staff will advise the Head Teacher or Deputy Headteacher when work is consistently not returned.
- Parents of vulnerable children will also be contacted directly by the Head Teacher or Deputy Headteacher.
- Safeguarding concerns should be passed directly to the DSL or DDSL.
- Each teacher will organise a weekly Zoom session for all children in the class.
- Attending virtual sessions/meetings with staff, parents and pupils
 - Professional standard of clothing will be worn, in line with the school's Safe Behaviour policy.
 - Whether at home or in the school building, school laptops will be used.
 - Backgrounds will be neutral, where possible.

2.2 Teaching Assistants

Teaching assistants may be required to support remote learning of pupils, as guided by the teacher. Typically, this might include Zoom sessions or meetings.

If TAs are unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure.

2.3 Head Teacher

Alongside any teaching responsibilities, the Head Teacher and Deputy Headteacher are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Promoting safe learning online

2.4 Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL)

See Child Protection Policy or sooner if appropriate.

2.5 Pupils and parents

Staff can expect pupils learning remotely to:

- Complete work daily
- Seek help if they need it, from teachers
- 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 aware of how to keep their child safe online
- Be respectful when making any complaints or concerns known to staff

2.6 Governing body

The governing body 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 Headteacher or Deputy Headteacher.

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will contact the school office; Head Teacher or Deputy Headteacher.

4.2 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 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
- › 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

5. Safeguarding

See Child Protection Policy

6. Monitoring arrangements

This policy will be reviewed annually

7. Links with other policies

This policy is linked to our:

- › Behaviour and Discipline policy
- › Child Protection Policy
- › GDPR Policy
- › Online Safety Policy
- › Safe Behaviour Policy
- › Inclusion Policy