

# Paget Primary School

## Remote learning policy



October 2022

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### 1. Aims

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This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school in the event of a bubble closure or local/national lockdown so that they receive the support needed to make good progress across the curriculum
- Set out expectations for all members of the school community with regards to remote learning to ensure that it is of high quality
- Ensure that remote learning aligns as closely as possible with in school provision
- Provide appropriate guidelines for data protection

## 2. Roles and responsibilities

### 2.1 Teachers

When providing remote learning (bubble closure or local/national lockdown), teachers must be available between 8.40a.m and 3.40p.m on the days they are contracted to work.

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:

- **Setting work for pupils** (this would usually be their class or year group. On rare occasions they may be asked to cover for other year groups if staffing levels are sufficiently depleted). This includes:
  - Working in partnership with year group partners to create a weekly teaching and learning plan for their class/year group and sharing this with parents via email or other agreed methods for those without access to technology.
  - Weekly teaching and learning plans to be emailed directly to the Deputy Head the Thursday before the week commences.
  - Set differentiated activities on TT Rockstars, Oxford Owls etc.
  - Record teaching sessions using Microsoft Teams at least twice a week, one for English and one for Maths, explaining the key new learning for that week plus one other session at the discretion of the teacher e.g. story time, feedback session, PSHE.
- **Providing feedback on work to pupils:**
  - Pupils send any completed work to teachers via the teachers email as directed
  - Teachers email feedback to pupils where needed
  - Teachers can celebrate good work via Twitter
- **Keeping in touch with pupils and parents:**
  - Weekly teaching and learning plans emailed to parents
  - Teachers will attempt to make contact with the pupils in their class every two weeks via telephone call and a log of these calls maintained
  - Any issues received are to be dealt with professionally by the class teacher, logged on CPOMS where appropriate and the relevant member of SMT or DSL contacted where necessary.
  - Emails to parents should be sent within normal working hours.
  - Contact with parents should be polite and encouraging.
  - Teachers must not give out any of their own personal details.
- **Attending virtual meetings:**

- Attend staff meetings via Teams as appropriate and within the realms of directed time as laid down in STPCD.
- Attend any virtual staff CPD as requested by SMT

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.40 and 3.20 p.m. on the days they are contracted to work. During this time they are expected to check work emails and be available when called upon to complete work as directed by their class teacher or line manager.

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 assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely:
  - By helping the class teacher to prepare specific resources
  - Prepare and share resources and share with parents for specific interventions they are normally responsible for delivering
- Attending virtual meetings:
  - Attend staff meetings via Teams as appropriate
  - Attend any virtual staff CPD as requested by SMT

## 2.3 Subject/Area leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Monitoring the remote work set by teachers in their subject
- Alerting teachers to resources they can use to teach their subject remotely

## 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 and feedback to staff as appropriate
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## 2.5 Designated safeguarding lead

The DSL is responsible for:

Maintaining contact, collating, passing on information and responding to any concerns in line with the school's safeguarding policy (including COVID 19 addendum) and BSCP arrangements. DSLs should regularly monitor the school's CPOMS system.

## 2.6 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Creating emails

- › 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
- › Assisting pupils and parents with accessing the internet or devices

## 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
- › 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. Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- › Issues in setting work – talk to the relevant subject lead, year group lead, SENCO or DHT
- › Issues with behaviour – talk to the relevant year group lead, SENCO, Pastoral Manager, SEMH and well-being lead or Head Teacher
- › Issues with IT – talk to IT technician or DHT
- › Issues with their own workload or wellbeing – talk to their line manager or SLT
- › Concerns about data protection – talk to the data protection officer (SBM)
- › Concerns about safeguarding – talk to a DSL

All staff can be contacted by their school email address. The telephone number of HT and DHT is available in the main staff handbook.

## 4. Data protection

### 4.1 Accessing personal data

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

- All staff have access to CPOMS to record any parent concerns or concerns about a child, this is accessed by a secure password. Staff should ensure they log out after use. Do not allow access to any third party.
- Teachers are able to access parent contact details via a password protected document on OneDrive. Do not allow access to any third party.
- School laptops and Ipads should be used by staff when accessing personal information on pupils.

## 4.2 Processing/Sharing personal data

Staff members may need to collect and/or share personal data such as email addresses or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and does not require explicit permissions.

However, staff are reminded to collect and/or share as little personal data as possible online.

## 4.3 Keeping devices secure

In line with GDPR procedures 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)
- 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

The school's safeguarding policy and Covid19 addendum are available on the school website and have been shared with school staff via email.

## 6. Monitoring arrangements

This policy will be reviewed by HT/DHT as and when updates to home learning are provided by the government.

## 7. Links with other policies and documents

This policy is linked to our:

- Behaviour policy
- Safeguarding Policy and coronavirus addendum to our safeguarding and child protection policy
- Data protection/GDPR policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy
- Blended Learning Plan