

Shelton Junior School



Remote Learning Policy

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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 during usual working hours.

If they are 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. Contact the headteacher by mobile phone or at the school main telephone number.

When providing remote learning, teachers are responsible for:

- Co-ordinating with support staff and others to provide the best possible support for all learners using Teams
- Keeping Teams open during working hours and respond to messages and communicate with school staff and SLT regularly
- Setting work – cover details like:
 - Work should be set for your usual class – if covering PPA then usual planning and delivery arrangements should continue
 - Work should be set following your usual timetable for each day and include learning in all subjects usually taught
 - Work should be set following your usual timetable with the first task available by 9am each day (this can be uploaded the previous day if preferred)
- Providing feedback on work:
 - Review uploaded work from pupils in Dojo or Teams
 - Review work by the following day and escalate to SLT if this is not possible
 - Provide brief feedback following marking policy where possible
- Keeping in touch with pupils who aren't in school and their parents:
 - Make regular contact, through Dojo or Teams with all pupils in the class
 - Respond to parent messages within 24 hours, teachers should not answer messages outside of working hours
 - Any complaints or concerns shared by parents and pupils should be escalated to SLT (see below for safeguarding concerns)
- Behavioural issues

- Failing to complete work – contact parents through Dojo and offer technical support and escalate to SLT
- Inappropriate messages – screenshot, remove message, contact parents, escalate to SLT
- Attending virtual meetings with staff, parents and pupils – cover details like:
 - Attend all usual meetings
 - Check and if necessary blur your background
 - Usual dress code applies to staff
 - Avoid areas with background noise if possible

2.2 Teaching assistants

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

If they are 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. Contact the headteacher by mobile phone or at the school main telephone number.

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

- Supporting pupils who aren't in school with learning remotely:
 - Under the direction of the class teacher, provide support for submitting and reviewing work
- Attending virtual meetings with staff, parents and pupils – cover details like:
 - Attend all usual meetings
 - Check and if necessary blur your background
 - Usual dress code applies to staff
 - Avoid areas with background noise if possible

2.3 Subject 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
- 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 by reviewing work set
- 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 – through regular meetings with teachers and subject leaders, reviewing work set and reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for ensuring the Safeguarding and Child Protection Policy is followed.

2.6 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although 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 or SENCO
- Issues with behaviour – talk to the relevant Phase Lead
- Issues with IT – log with Lead and inform Phase Lead
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the SBM
- Concerns about safeguarding – talk to the DDSL or DSL

4. Data protection

4.1 Accessing personal data

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

- Use a secure cloud service (Teams / Sharepoint)
- Only use school devices to access the data

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as names, email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, staff won't need to seek 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
- Antivirus and anti-spyware software are updated

5. Safeguarding

All staff must continue to follow the updated Safeguarding and Child Protection Policy which is available on the school server and Teams.

6. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding and child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy