

# Kempsford C of E Primary School



## Remote Learning Policy January 2022

### Together, we will RISE

#### 1. Aims

This remote learning policy for staff and parents 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

In the event of a partial or full school closure, when providing remote learning, teachers must be available between 9.00am and 3.00pm. Outside of these hours, teachers will be planning work, uploading work and checking the engagement of children using the online platform

When providing remote learning, teachers are responsible for:

Setting work. KS1 = 3hrs per day, KS2 = 4hrs per day

- For their own class of children, this will be supported by the Subject Leaders.
- Reading, Writing, Maths, Science investigation research and topic work will be available
- The work will be available online when the day begins at 9.00am.
- Work will be uploaded to your child's class Teams Site. Access instructions will be sent in advance if needs be.
- Teachers will co-ordinate with Subject Leaders to ensure consistency across the subject and to make sure pupils with limited access to devices can still complete the work

Providing feedback on work:

- Teachers will check the class files to see the work that has been completed
- Feedback to groups of children between 9.00am and 3.00pm, these sessions will be arranged by the teachers.
- Feedback will be given between the hours stated above relating to teacher contact time.
- Emails from parents to teachers email addresses are answered via the teachers email addresses **only during school closure**. Emails will be answered within 24 hrs. This is an exception to the Communications Policy and is only valid during a school closure.
- Parents asking for feedback through a **child's email address will not be answered**. All communications with a teacher during a closure will be teacher address.
- **Under no circumstance** will a parent/carer of a child make contact with another child through the Teams email address system. If this happens, the Headteacher will take appropriate action regarding online conduct.
- If work is not completed, teachers will make contact with the parents via email to encourage the work to be completed and to discuss any concerns relating to the work which has been set.

Virtual meetings with staff, parents and pupils:

- Before a virtual meeting, teachers will seek permission for the meeting to be recorded. This will safeguard the children, parents and teachers.
- Virtual meetings will take place where there are no images or items that may display personal information, family information etc etc.
- Teachers are expected to be dressed professionally when conducting virtual meetings with parents and children.

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between their normal contracted hours. As each class has their own flexibility as to when a Teaching assistant works, the class teacher and Teaching Assistant will arrange these timings.

If teachers and teaching assistants 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.

When assisting with remote learning, teaching assistants are responsible for supporting the class teacher regarding which child(ren) to support, how to support them and how to liaise with the children.

### **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.
- 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 through teacher discussion, pupil and parent surveys.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

### **2.5 Designated safeguarding lead**

The DSL is responsible in line with the Safeguarding Policy and the addendum to that. Please see these policies on the school website.

### **2.6 IT support company.**

Softegg Ltd (IT support company) are responsible for:

- Fixing issues with remote school network systems
- Helping staff and parents with any technical issues they're experiencing relating to hardware.
- Reviewing the security of remote learning. The GDPR element of security is managed by SchoolPro Ltd. The DSL should be contacted in the first instance for matters relating to GDPR. The GDPR policy can be located on the school website.

### **2.7 Pupils and parents**

Staff can expect pupils learning remotely to:

- Be contactable during the same hours as set out above for when teachers will be available. Teachers will provide a timetable
- Complete work to the deadline set by teachers

- Seek help if they need it, from teachers or teaching assistants using either the teacher email if a parent makes contact or the Teams messaging system if a child is making contact.
- Alert teachers if they're not able to complete work
- **Report immediately** any activity on the Teams pages or through calendar chats/chats, that is of an offensive nature. Send a message to your teacher through Teams or to Mr. Mendum through Teams chat.

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
- Monitor their child's online activity. This is to ensure the Mental well being of their child and that any interactions online through the school Teams site is of a positive nature.
- **Report any concerns, in writing via email to [head@kempsford.gloucs.sch.uk](mailto:head@kempsford.gloucs.sch.uk)**

## 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 AHT or HT
- Issues with IT – hardware and remote access to the school network - Softegg
- Issues with their own workload or wellbeing – talk to the HT
- Concerns about data protection – talk to the data protection officer who will discuss with SchoolPro Ltd
- Concerns about safeguarding – talk to the DSL

## 4. Data protection

### 4.1 Accessing personal data

The staff members who have access to personal data will not change due to school closure and remote learning.

## **4.2 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, Bitlocker – 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 usage of individual login details .
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

## **5. Safeguarding**

This policy is to be read in conjunction with the current safeguarding policy and the addendum due to Covid related school closure.

## **6. Monitoring arrangements**

This policy will be reviewed when new National guidance is released . At every review, it will be approved by the Headteacher.

## **7. Links with other policies**

This policy is linked to our:

- Behaviour policy
- Safeguarding policy and coronavirus addendum to our safeguarding policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- GDPR policy