

St. Giles' Church of England Primary School (VA)

Headteacher Mark Pipe



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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

All staff, pupils and families have a responsibility to ensure that remote learning happens when in a full lockdown or a bubble/ class isolation period.

Each party has a slightly different role, details of which can be found below.

2.1 Teachers

When providing remote learning, teachers must be available between 9am-3pm.

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 – cover details like:

Providing work for their own class.

The work should include Maths, English and topic work. The work should follow the progression that would otherwise be followed within school.

This should be shared by 9am on Monday of each week.

In the instance of full lockdown or whole class isolation, teachers should introduce their week of learning to their class via an online video call at the beginning of the week.

When video calls with children take place two school adults to be in the call.

Providing feedback on work –

Children should complete any work in their 'home learning book'.

Children to bring their home learning book into school when they return and learning to be used as part of the child's next conferencing session.

Keeping in touch with pupils who aren't in school and their parents –

If no contact from a family in isolation has been received for 3 school days, class teacher to make contact.

Teachers may answer emails from parents within normal school working hours.

If a teacher has a concern this should be raised using the usual systems e.g. CPOMS and to a DSP.

If children fail to complete any work teachers should address this by first speaking with the parent and if this does not have an impact passing on their concern to pastoral lead or SLT member.

Attending virtual meetings with staff, parents and pupils – cover details like:

See Appendix A for protocol for parents

See Appendix B for protocol for staff

2.2 Learning Mentors & LSAs

When assisting with remote learning, Learning Mentors & LSAs must be available for their usual 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.

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

Supporting pupils who aren't in school with learning remotely –

Preparation of resources for children they may usually support

Any other task delegated to them by their usual line manager

Attending virtual meetings with teachers, parents and pupils –

See Appendix B

2.3 Subject leaders

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 – explain how they'll do this, such as through regular meetings with teachers or 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:

Headteacher and Deputy Headteacher to coordinate response to remote learning in a full lockdown and also in the instance of one class/ bubble having to isolate.

Monitoring the effectiveness of remote learning – senior leadership team to monitor provision on the

website as well as attend some remote meetings.

To make themselves available to staff via email and phone during normal school working hours.
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 child protection policy is effectively carried out.

2.6 Pupils and parents

Staff can expect pupils learning remotely to:

Be contactable during the school day

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

2.7 Governing body

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 head of phase or year

Issues with IT – talk to IT staff

Issues with their own workload or wellbeing – talk to their line manager

Concerns about data protection – talk to the school business manager

Concerns about safeguarding – talk to the DSL

4. Data protection

4.1 Accessing personal data

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

Access personal details via password protected files. Devices should be using antivirus software.

No personal data regarding other staff, children or families should be stored on a personal device.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as work email addresses 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.

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

Procedures should be in line with the schools Child Protection Policy.

6. Links with other policies

This policy is linked to our:

Behaviour policy

Child protection policy and coronavirus addendum to our child protection policy

Data protection policy and privacy notices

Home-school agreement

ICT and internet acceptable use policy

Online safety policy

Appendix A



St. Giles' Church of England Primary School (VA)

Head Teacher: Mrs Sarah Jones

'Learn, Grow and Flourish'

Home Online Learning for Parents/Carers

Relating to online lessons for all children with their class teachers.

In order to ensure that all children stay safe online, we ask that you follow this guidance if your child attends an online session with their teacher.

- Any online sessions offered by the school should only be accessed by those who have been invited. Do not share the log in information.
- Your child must take part in the online lesson in a suitable communal room with the door open (not a bedroom) and be appropriately dressed (they should be fully dressed in clothing that covers the top and bottom half of the body and never in pyjamas). All members of the household must be aware that the lesson is taking place and should make sure they use appropriate language and behaviour when nearby or in the background.
- Please 'drop off' your child at the online lesson like you would if you were taking them to school. This is so we know that they have an appropriate adult nearby if they need a hand. This will also give the teacher a chance to talk with you if they need to.
- An appropriate adult should be nearby, they do not need to sit in the session but just be available.
- You will need to make sure your child has 'logged off' from the online lesson correctly and signed out before turning off any devices.

Appendix B



St. Giles' Church of England Primary School (VA)

Interim Head Teacher: Mark Pipe

'Learn, Grow and Flourish'

Home Online Learning for Teachers

Relating to online lessons for all children with their class teachers.

In order to ensure that all children and adults stay safe online, we ask that you follow this guidance if you have an online session

- Any online sessions offered should only be accessed by those who have been invited, that is children at St Giles' and usually those in the same class.
- Please sit in a suitable communal room with the door open (not a bedroom) and be appropriately dressed.
- Make sure SLT have access to any online meeting codes.
- Set up a 'waiting room' for the online meeting and do not let any child in on their own, wait until there are 4-5 children waiting and let them in as a group.
- At the end of the session, 'end meeting for all' to ensure you are not left 1-1 with a child.
- Do not record any sessions.
- You will need to make sure you have 'logged off' from the online lesson correctly and signed out before turning off any devices.