# Remote Learning Policy

Edmund Waller Primary School

## 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. Use of remote learning

All pupils should attend school, in line with our attendance policy.

Remote education will be provided on:

- Occasions when we decide that opening our school is either:
    - Not possible to do safely
    - In accordance to guidance from local or central government

## Roles and responsibilities

### 2.1 Teachers

When providing remote learning, teachers must be available between 8.45 am and 3.45pm.

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 learning for their class or identified pupils.

- Teachers should provide three lessons a day. Generally, this will be English, Maths and one other subject.
- This learning should be set by 3.45pm the previous day.
- Learning should be saved in Teams in the year group Remote Learning folder. This learning will be uploaded onto the School Website and/or shared through Teams.
- Teachers should follow school schemes of work and medium-term plans to ensure progression of learning and consistency across year groups.

o   If there are any concerns regarding pupils, this will be recorded on CPOMS.

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9am to 3.30pm.

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.

## 2.3 Subject leads

Alongside their teaching responsibilities, subject leaders are responsible for:

o   Considering whether any aspects of the subject curriculum need to change to accommodate remote learning

o   Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent

o   Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent.

o   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:

o Co-ordinating the remote learning approach across the school.

o Monitoring the effectiveness of remote learning through liaising with parents and teachers.

o Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

o Support parents to access technology if they are having difficulties doing so.

## 2.5 Designated safeguarding lead

The DSL should be contacted by staff in there are any concerns regarding a child who is not in school.

## 2.6 Children and parents

Staff can expect children learning remotely to:

o   Be contactable during the school day

o   Seek help if they need it, from teachers or teaching assistants.

o   Alert teachers if they're not able to complete work.

Staff can expect parents with children learning remotely to:

o   Make the school aware if their child is sick or otherwise cannot complete work

o   Seek help from the school if they need it

o   Be respectful when making any concerns known to staff

## 2.7 Governing board

The governing board is responsible for:

o   Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible

o   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:

o   Contact the SENCO if there are any queries regarding setting learning for children with SEN

o   If there are any concerns regarding well-being or workload please contact the headteacher

o   Concerns about data protection contact Ms Rennie.

o   Concerns about safeguarding contact SLT.

# 4. Data protection

## 4.1 Accessing personal data

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

• Save any planning or data needed for remote learning on TEAMS.

• If possible, they should use a school device and if unable to do so inform the headteacher that they are using a personal device.

## 4.2 Processing personal data

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

Please refer to the updated Safeguarding Policy.

## 6. Monitoring arrangements

This policy will be reviewed by the headteacher.

## 7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy