

# Remote Learning Policy

Edmund Waller Primary School



**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. Roles and responsibilities

### 2.1 Teachers

When providing remote learning, teachers must be available between 8.30 am and 4.00pm.

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.
- The learning will generally be in the form of a PowerPoint, accompanied by a 'Loom' video recording of the staff member briefly going over the slides.
- This learning should be set by 3.00pm 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.
- If children do not have technology at home, a paper pack of learning will be provided by the school for work at home.
- Teachers should follow school schemes of work and medium-term plans to ensure progression of learning and consistency across year groups.
- From January, teachers will provide feedback to pupils through Teams. This will be done between 8.45am and 3.45pm. Teachers will not answer any messages outside of these hours.
- Pupils will be contacted by phone once every two weeks.
- If there are any concerns regarding pupils, this will be recorded on CPOMS.
- Where possible, when teachers are conducting virtual meetings or lessons with children, two members of school staff will need to be present. These meetings will be recorded.
- Teachers should keep a register of which children have attended the virtual meetings. Any absences should be reported to SLT.
- If teachers are recording lessons at home or running virtual lessons from home they must be dressed suitably in professional attire and ensure that they are in an appropriate space.
- Teachers present at school will focus on planning lessons and teaching the children who are attending school.

### 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.

When assisting with remote learning, teaching assistants are responsible for supporting pupils who aren't in school with learning remotely.

- Support the teacher to provide online lessons.
- Attending virtual lessons with the class teacher.
- If teaching assistants are supporting teachers to run virtual lessons or attending meetings, they must be dressed suitably in professional attire and ensure that they are in appropriate space.
- Teaching assistants in school will support those pupils who are attending school.

### **2.3 Subject leads**

Alongside their teaching responsibilities, subject leaders 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.
- 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 liaising with parents and teachers.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Support parents to access technology if they are having difficulties doing so.

### **2.5 Designated safeguarding lead**

Please see Safeguarding Policy Covid Addendum

- Monitor which children are attending virtual meetings and follow up any continued absences.
- Monitor virtual meetings to ensure that protocols as set out in Appendix 1 are being followed.

### **2.6 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.
- 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 concerns known to staff

## 2.7 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:

- Contact the SENCO if there are any queries regarding setting learning for children with SEN
- Email IMS, Ms Greenbank, Mr Barrett or Mr Absolom should there be any technical issues.
- If there are any concerns regarding well-being or workload please contact Ms Rennie.
- Concerns about data protection contact Ms Rennie.
- Concerns about safeguarding contact Ms Rennie, Ms Stevens or Ms Greenbank. These must also be recorded on CPOMS.

## 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 their One Drive.
- 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 and Covid addendum.

## **6. Monitoring arrangements**

This policy will be reviewed by termly 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

## Appendix 1

### Zoom Meeting Guidelines for parents

**Please keep these guidelines in mind for all meetings:**

- Please do not share the meeting information with anyone other than Edmund Waller parents in your child's year group.
- When Zoom asks you to put a name in, please *only* use your child's first name. Zoom will prompt you for a name if you are not signed in.
- Please keep video on, so everyone can be recognised. If there is any doubt about a participant's identity, they will be removed from the meeting.
- Please remind children not to reveal anything personal, such as addresses, personal routines, who is at home with them, etc. in the meeting.
- Meeting invitations will always be sent directly to parents. This is to ensure they are able to supervise meetings. We do not have children's personal contact details, so any meeting invitation sent directly to a child will not be from the school.
- Where possible, reducing background noise would be helpful.
- Bearing in mind that you can be seen, remember to keep clothing and background appropriate and let other people in the house know that the camera is on.
- If you are having problems logging in, please contact the school office