Remote Learning Policy

Uxendon Manor Primary School

Approved by:	Board of Governors	**Date:**	July 2021
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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 between 8.30am 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 work –
  - Teachers should provide work for their classes by uploading the work to the relevant Year Group pages on the school website, weekly
  - Teachers are expected to work in their year group team and to communicate effectively to ensure consistency across the year
  - In order to make sure pupils with limited access to devices can still complete the work, packs should be made up with work printed off, which can be collected by the family
- Providing feedback on work –
  - Pupils can send any completed work to teachers via year group emails
  - Teachers can email back feedback if required
  - Teachers should respond to any emails from parents/children as soon as possible
- Keeping in touch with pupils who aren't in school and their parents –
  - Teachers should keep in contact with pupils through Zoom calls (see Appendix One for guidance), phone calls and the class email address
  - Teachers are not expected to answer emails outside of working hours
  - For any safeguarding concerns, please see the section below
  - Any issues that are received are to be dealt with professionally by the class teacher and the Headteacher should be informed. If necessary teachers should contact the year group leader or member of SLT for advice

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- Contact should be polite and encouraging. Teachers must not give out any personal details. Any concerns should be forwarded to a member of the SLT who may choose to contact the parents directly. There is no expectation from school that work must be completed at this time. We believe our parents will be doing their best.

- Attending virtual meetings with staff, parents and pupils –
  - Dress code – staff should be dressed appropriately, taking into account that many of the staff will be working from home and may be wearing more casual attire
  - Locations – staff should avoid areas with background noise and make sure that there is nothing inappropriate in the background.

2.2 Teaching Assistants

When assisting with remote learning, teaching assistants must be available between 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 – ○ TAs could help to support pupils through class zoom sessions, one to one zoom sessions and phone calls
  - TAs will be contacted directly if they are required to support in this way.
- Attending virtual meetings with teachers, parents and pupils –
  - Dress code – staff should be dressed appropriately, taking into account that many of the staff will be working from home and may be wearing more casual attire
  - Locations – staff should avoid areas with background noise and make sure that there is nothing inappropriate in the background.

2.3 Curriculum Leaders

Alongside their teaching responsibilities, Curriculum Leaders are responsible for:

- Monitoring the work set by teachers in their subject – review work set on the website
- Review your current subject in the light of home learning during the summer term. Evaluate what changes will need to be made in September ready for creating a subject action plan.

2.4 Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – SLT
- Monitoring the effectiveness of remote learning through regular meetings with teachers, Year Group Leaders, Curriculum Leaders and Whole Staff Teams
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations – Inclusion Team / School Business Manager.

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2.5 Designated Safeguarding Lead (DSL)

The DSL is responsible for:

Maintaining contact, collating, passing on information and responding to any concerns. See the Safeguarding Policy for further information.

2.6 IT Staff (Technicians)

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the SBM/Data Protection Officer
- Assisting pupils and parents with accessing the internet or devices.

2.7 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
- 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

Follow school guidance about Zoom calls (see Appendix One)

2.8 Board of Governors

The Board of Governors 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 Curriculum Leader or Deputy Head
- Issues with behaviour – talk to the relevant Year Group Leaders or Headteacher where necessary
- Issues with IT – talk to IT Leader / Technician
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the Data Protection Officer / SBM

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- Concerns about safeguarding – talk to the DSL / Inclusion Team
- Concerns about children with SEND – talk to Inclusion Team

4. Data Protection

4.1 Accessing personal data

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

- Be able to access parent contact details via a secure email, which is password protected. Do not share any details with third parties and ensure the document is closed when you leave your computer.
- The SLT have the ability to locate personal details of families when required through securely accessing EduSpot. The SLT are not to share their access permissions with other members of staff.
- School laptops are the school's preferred devices to be used when accessing any personal information on pupils.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions. While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

4.3 Keeping devices secure

These tips are based on the article on the GDPR and remote learning found here: (https://schoolleaders.thekeysupport.com/uid/a4f9d627-575d-45f5-9367-040b246c213c .

Talk to our SBM/ DPO for more help, and the IT Leader/Technician if you want to know how to put these measures in place.

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

You can find the Addendum to the Safeguarding Policy on our school website.

6. Monitoring arrangements

This policy will be reviewed annually by the SLT. At every review, it will be approved by the Board of Governors.

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7. Links with other policies

This policy is linked to our:

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

8. Appendices

Appendix One

Online lessons - Parent and Family Guidance

Online Platform

Some of Uxendon Manor's lessons will be delivered using **Zoom**. Zoom lessons are protected by a **unique ID code** and also, for added security, a **unique password for each lesson**. **Passwords must NEVER be shared.** Uxendon staff will always be joined in lessons by another staff member for technical support if required and for safeguarding purposes.

You will need:

- Laptop/PC/tablet/phone with camera, microphone and speaker
- Headphones (optional)
- Good power supply
- Minimum 2 mbps broadband speed
- Desk/table to place computer/tablet on
- Pen/pencil/paper

Safeguarding

1. Parents and pupils are advised that by joining our Zoom sessions you are deemed to be in agreement with our guidance and conditions.
2. All the rules for safe, respectful behaviour that apply in lessons at school still apply in online lessons. Language must always be respectful and appropriate during video lessons, including that of all other household members.
3. All pupils should type in their name and class to enable staff to identify them before admitting them from the waiting room.
4. All video lessons are arranged with the full knowledge and consent of an adult responsible for any participants under the age of 18.

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5. During the Covid-19 school closures period, some lessons will be taught from the staff member's home.
6. An adult family member should be visible at the beginning and end of the lesson and remain in the general proximity throughout (e.g. by remaining in the building with the door to the teaching room kept open). If desired, the adult family member can remain in the room for the duration of the lesson and observe or support learning. This is recommended for younger pupils.
7. Lessons must take place in an appropriate room in the home. A staff member, pupil or parent/carer may stop the lesson if they feel the setting is inappropriate.
8. Extra care must be taken by all parties to ensure that private or sensitive information and data is not accidentally shared during video lessons. Bills, receipts, documents (both physical and digital) and letters/emails should not be on display. If the lesson is not taking place at school, all members of all households should be aware that the video lesson is taking place and be mindful of this.
9. To further prohibit the accidental sharing of private/confidential data/images, it is required that any mobile device being used is mounted on a stand or flat surface before the video lesson starts.
10. All participants and all members of their household will be expected to wear **suitable clothing** at all times whilst the lesson is taking place.
11. Lessons will take place during normal learning hours.
12. Recording video lessons by staff, pupils or parents/carers is strictly prohibited.
13. All communication with the staff member outside of the online lesson should be from the email address you provided to school.
14. Video lessons are only permitted to take place via Zoom.
15. Recording a lesson in any way, on any medium is prohibited. It is not permitted for pupils or staff members to take any photographic or video record of the video lesson.
16. Staff may mute participants and end the session at any time. They have been instructed to end the session as soon as the lesson has concluded.
17. If a pupil or any other parties are judged to have contravened any of the online safety and behaviour guidelines above, they will be placed in the waiting room. This will be followed up with a telephone call from the staff member.

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