

Remote learning policy



**CLIFTON ALL SAINTS
ACADEMY**

Approved by: Carol Ward **Date:** 28 September 2020

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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 due to self-isolation, bubble isolation, a local or national lockdown.
- › 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 4.30pm allowing 1 hour for lunch.

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 – call or text the HT or SBM by 8am on each day of absence.

When providing remote learning, teachers are responsible for:

- › Setting work
 - Create a weekly timetable of work for their class which must include subjects from across the curriculum.
 - Signpost the children to the specific Oak National Academy lessons for each day for English and the White Rose videos and supporting materials for Maths.
 - Provide the White Rose Maths books for the children to work in at home
 - All work details should be uploaded to the class page of Class Dojo by 8.30am each morning for that day.
 - EYFS staff will upload learning to Tapestry.
- › Providing feedback on work
 - Pupils should upload all completed work to their portfolio on Class Dojo. EYFS will upload their work to Tapestry.
 - Teachers will regularly check Class Dojo/Tapestry each day.
 - Teachers will acknowledge each piece of work that is uploaded through Class Dojo/Tapestry within 48hours of it being uploaded. Feedback will be given on key pieces of work.
- › Keeping in touch with pupils who aren't in school and their parents

- Teachers should ensure that they are available for children to message through Class Dojo/Tapestry between 8.30am and 4.30pm, Monday to Friday
- Teachers will also be available for direct conversation through Google Meet twice weekly. This will be a class meeting.
- If children have a query about work, they or their parents should message the teacher on Class Dojo for a resolution so that common misconceptions or difficulties can be addressed at the Google meeting.
- Video meetings may be recorded for Safeguarding purposes.
- Teachers will not be expected to reply to messages or emails after 5pm during the week or at any time at the weekend.
- All messages that are received are to be dealt with professionally by the class teacher. If necessary, teachers should contact the Head Teacher for advice prior to replying.
- All contact should be polite and encouraging.
- Teachers should attempt to have contact with all pupils at least once every two weeks, either by message, phone call or Google Meet. Any concerns should be referred to the Head Teacher who will follow up within 24 hours with a phone call.
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- Attending virtual meetings with staff, parents and pupils
 - Virtual meetings will be held via Google Meet wherever possible. Staff, parents and pupils will be expected to dress appropriately as if meeting in person.
 - Teachers and parents will be mindful of the background for these meetings and ensure that they are in a suitable place and that background noise is avoided where possible.
 - Protocols for Google Meet sessions will be provided for and shared with staff, parents and children

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available for their normal 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 - call or text the HT or SBM by 8am on each day of absence.

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

- Supporting pupils with learning remotely where possible
- Supporting children with SEND as directed by the Class Teacher and/or SENDCo
- Attend virtual meetings as required by Class Teacher following the same guidance as above for Class Teachers. If there are difficulties with accessing technology, staff should speak to the Head Teacher.

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Monitoring the work set by teachers in their subject – review work set on Class Dojo/Tapestry
- Review your Action Plan in the light of Remote Learning due to lockdown.
- Add any further actions that are needed due to the lockdown position.

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 by reviewing the work set by teachers, monitoring messages and email correspondence between staff and parents/children.
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL and DDSL are responsible for:

- Maintaining contact, collating and passing on any necessary information
- Responding to any concerns raised.

2.6 Pupils and parents

Staff can expect pupils learning remotely to:

- › Be contactable during the school day of 9am to 3.30pm, although they are not expected to be in front of a device for this whole time.
- › Complete as much of the work set as they are able, taking into consideration the needs of the rest of the family and working parents.
- › Seek help if they need it, from teachers or teaching assistants
- › Alert teachers if they're not able to complete work

2.7 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. Staff will refer them to the Class Page on Class Dojo or Tapestry for details of the daily expectations and links to the various websites used to support Home Learning.
- › Be respectful when making any complaints or concerns known to staff

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 SENDCo
- › Issues with behaviour – talk to the Head Teacher
- › Issues with IT – talk to Head Teacher or DWM, the school's IT support company
- › Issues with their own workload or wellbeing – talk to SLT

- › Concerns about data protection – talk to the Head Teacher
- › Concerns about safeguarding – talk to the DSL or DDSL
- › All staff can be contacted through their school email address.

4. Data protection

4.1 Accessing personal data

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

- › Contact parents and children through Class Dojo/Tapestry. If phone contact details are needed, staff should contact the Head Teacher or School Business Manager.
- › Only use their school laptops and I pads to access personal information about children.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses, and/or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and does not 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

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)
- › Making sure the device locks if left inactive for a period of time
- › Not sharing the device among family or friends
- › Ensuring that antivirus and anti-spyware software is up to date and responding to any alerts or reminders for this by contacting DWM for assistance.
- › Keeping operating systems up to date – alerting DWM to any reminders.

5. Safeguarding

Designated Safeguarding Lead – Mrs Carol Ward

Deputy Designated Safeguarding Lead – Mrs Justine McCarthy

Safeguarding Governor – Mrs Jean Peacock

Our Safeguarding policy is available on the school website:

www.cliftonallsaintsacademy.co.uk

6. Monitoring arrangements

This policy will be reviewed annually in the first instance or when updates to Home Learning are provided by the Government. At every review, it will be approved by the Head Teacher and ratified by the Governing Body.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding policy and coronavirus addendum
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy