Balcombe C E (C) School

Remote Learning Policy

Adopted by Governors: Jan 2021

Reviewed:

Next Review: Jan 2022

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 9 am and 3:15 pm on their normal working days. This does not mean that they need to be instantly available, they will be able to take breaks and (if needed) support their own children with home learning.

If they're unable to work for any reason during this time, for example due to sickness or continuously caring for a dependent, they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

> Setting work –
  o For the children in their own class.
  o Which is meaningful and ambitious each day.
  o Which on average equates to 3 hours' worth per day.
  o By 9 am each morning.
  o Using Seesaw to set and receive the work.

> Providing feedback on work –
  o Feeding back to pupils on a daily basis.
  o Using Seesaw to provide written and verbal feedback.
  o Celebrating good effort and achievement.

> Keeping in touch with pupils who aren't in school and their parents –
  o Making regular contact with children (and their parents).
  o Ensuring that all children are accessing the work and phoning parents if no work is received on two consecutive days.
  o Replying to messages/emails at a time that suits them, but within 48 hours.
  o Dealing with any issues/complaints in a timely and professional manner.
  o Raising any issues regarding lack of work/effort with a member of the SLT early on, before the situation escalates.

> Attending virtual meetings with staff, parents and pupils –
  o Ensuring that clothing is appropriate.
  o Finding a quiet place, with a suitable background ie no personal information or GDPR issues.
  o Making sure that the teacher is the only person who can be seen (or heard) from their location whilst live sessions are in progress.

If teachers are working in school, they will still be expected to provide remote learning and respond to it, although perhaps not a quickly and in as much detail as on the days they are not in school.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during their normal working hours, although they will be able to take breaks and (if needed) support their own children with home learning.

If they're unable to work for any reason during this time, for example due to sickness or continuously caring for a dependent, they should report this using the normal absence procedure.

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

> Supporting pupils.

- o In their allocated bubble, to enable them to access the same knowledge and skills in English and Maths as the children learning at home. Other activities may differ depending on the arrangement of bubbles.
- o With pastoral matters, including minor first aid.
- o During break and lunch times.
- o By notifying a member of the SLT or other teacher if there is an issue.
- o

> If supporting with home learning and attending virtual meetings with parents and pupils, teaching assistants should

- o Ensure that clothing is appropriate.
- o Find quiet place, with a suitable background ie no personal information or GDPR issues.
- o Make sure that the TA is the only person who can be seen (or heard) from their location whilst live sessions are in progress.

2.3 SENCO

SENCO is responsible for:

> Supporting teachers planning and teaching their subject remotely to make sure all work set is appropriate and consistent for those children with SEND.

> Alerting teachers to appropriate resources they can use.

> Ensuring that referrals and meetings are still completed in a timely fashion where appropriate.

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 discussion with teachers, parents, children and governors.

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

2.5 Designated safeguarding lead

The DSL is responsible for:

Maintaining contact with any children for whom there are concerns and acting on issues flagged appropriately.

2.6 IT staff (JSPC)

All staff are responsible for:

> Alerting the School Business Manager (SBM) to any problems.

JSPC are responsible for:

> Helping staff and parents with any technical issues they're experiencing.

> Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer.

> Assisting staff, pupils and parents with accessing the internet or devices.

2.7 Pupils and parents

Staff can expect pupils who are 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 set by teachers.

> Seek help if they need it from parents.

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.

> Ensure that the work is completed, or at least some each day.

> 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 SENCO

> Issues with behaviour – talk to the HT

> Issues with IT – talk to the SBM

> Issues with their own workload or wellbeing – talk to the HT

> Concerns about data protection – talk to the data protection officer (SBM)

> Concerns about safeguarding – talk to the DSL/ HT

4. Data protection

4.1 Accessing personal data

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

> Contact the SBM in the first instance.

> Not share information with anyone else or allow the information to leave their presence.

> Use only school devices unless otherwise agreed with the HT.

4.2 Processing personal data

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

At all times, the safety of pupils working remotely will remain a priority. For more detail see our Child protection policy and Covid specific annex, risk assessment and Internet acceptable use documents, all on our website.

6. Monitoring arrangements

This policy will be reviewed half termly by the SLT. At every review, it will be approved by the curriculum committee.