

Falcon Junior School

Remote Learning Policy



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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
- Provide blended learning through Google Classroom and printed resources.

2. Roles and responsibilities

2.1 Teachers

Teachers must be available between 9am and 3pm.

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 procedures between 9am and 3pm to the relevant line manager.

If it affects the completion of any work required ensure that arrangements have been made with year group colleagues to ensure work is completed.

When providing remote learning, teachers are responsible for:

- Setting work:
 - Teachers will set work for their own class, taking into account prior learning and a range of abilities.
 - Creating a weekly timetable of work for their year group in liaison with year group colleagues. This must include subjects from across the curriculum.
 - The work needs to be set and scheduled on Google Classroom at least a day in advance.
 - Working as a year group team to ensure the above work is planned and ready.
 - Where work should be uploaded (e.g. school website, remote learning platform)
 - Creating work that consolidates prior learning and introduces new learning making use of recorded lesson delivery by staff (small duration clips NOT live teaching).
 - Making use of approved external resources including Oak Academy online lessons, White Rose Maths, Times Table Rock Stars, Sumdog and non-screen tasks.
- Providing feedback on work:
 - Pupils can submit their work through the Google Classroom or the office@ email address.

- Feedback through the Google Classroom or office@ email within 48 hours.
- Teachers need to respond to pupil questions regarding work as soon as possible but only within the hours of 9am to 3pm.
- Display/share outstanding work on the classroom or through a Celebration Assembly.
- Keeping in touch with pupils who aren't in school and their parents:
 - Use Google Classroom as the regular contact with children. Telephone call fortnightly using a withheld number or school phone. Record on CPOMS.
 - Emails/contact with parents and pupils will only be between the hours of 9am and 3pm.
 - Any concerns/complaints will follow the normal pattern of teacher, Head of Year, Assistant Headteacher, Deputy Headteacher and then Headteacher.
 - Contact should always be polite and encouraging.
- Attending virtual meetings with staff, parents and pupils:
 - Professional appearance at all times
 - Choose a neutral place for virtual meetings. Be aware of what is in the background, be aware of background noise.

If children are off school but the class is still functioning, teachers will need to manage their time effectively to cater for those absent children. Time will be given if needed to allow Google Classroom preparation. Feedback and answering questions will need to be built into the day using Teaching Assistant support.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9am and 3pm but working the set number of hours per week – this is up to the Teachers/Teaching Assistants to agree.

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 if the school is closed or who are absent from school if the school is still operating.
- Support pupils through answering questions that they may have and/or giving feedback.
- Amending work as appropriate.
- Attending virtual meetings with teachers, parents and pupils:
 - Professional appearance at all times
 - Choose a neutral place for virtual meetings. Be aware of what is in the background, be aware of background noise.

If children are off school but the class is still functioning, teaching assistants will need to manage their time effectively to cater for those absent children.

2.3 Subject and Year leads

Alongside their teaching responsibilities, subject and year leads are responsible for:

- Coordinating their year teams ensuring that work is being set and that the curriculum expectations are being met.
- Subject Leads must monitor the work being set by teachers in their subject and that their subject is being catered for.
- Subject Leads must review content and delivery.

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- DHT - Co-ordinating the remote learning approach across the school and ensuring staff are engaged.
- DHT - Monitoring the effectiveness of remote learning: regular meetings with teachers and subject leaders, reviewing work set and collecting feedback from pupils and parents
- HT - Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

Amending associated Safeguarding Policies and Online Learning Policies.

2.6 IT staff

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 data protection officer

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- 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 raising any concerns with the school.

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, year lead or SENCO
- Issues with behaviour – talk to the relevant year lead, then AHT, DHT and then HT.

- Issues with IT – Raise a ticket.
- Issues with their own workload or wellbeing – talk to Year Lead.
- Concerns about data protection – talk to the DHT.
- Concerns about safeguarding – talk to the DSL or DDSL.

4. Data protection

4.1 Accessing personal data

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

All staff have access to CPOMS to record any parent contact or concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party.

Teachers are able to access parent contact details via Pupil Asset using a secure password. Do not share any details with third parties and ensure Pupil Asset is logged off.

SMT and the Office can locate personal details of families when required through securely accessing Pupil Asset. SMT are not to share their access permissions with other members of staff.

School laptops and iPads 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 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 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

Staff should refer to the school Safeguarding Policy and the Online Learning Policies.

6. Monitoring arrangements

This policy will be reviewed termly by the SMT. At every update, it will be approved by the Curriculum Committee.

7. Links with other policies

This policy is linked to our:

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