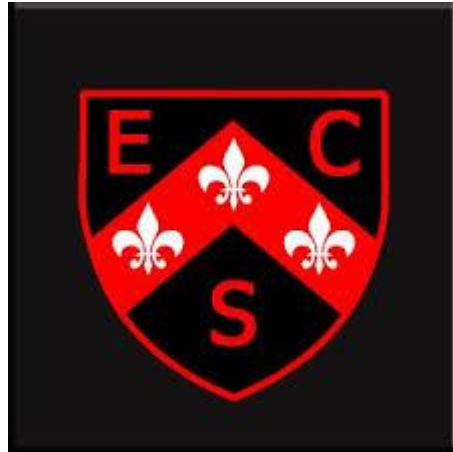


# Remote learning policy

Eastbury Community School (Primary)



<b>Approved by:</b>	Aisha Raymond	<b>Date:</b> 22/4/20
<b>Last reviewed on:</b>	April 2020	
<b>Next review due by:</b>	April 2021	

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## 1. Aims

This remote learning policy for staff aims to:

- › Ensure consistency in the school's approach to remote learning
- › 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

This section will set out roles and responsibilities of teachers and teaching assistants.

### 2.1 Teachers

Teachers must be available between 08:30-1530, daily. 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 to their phase leader or Head of Primary.

Teachers are responsible for:

- › Setting work
    - Teachers will set work for their class via, Class Dojo, Purple Mash and via the School Website.
    - Teachers will ensure that the children are set work to cover as many of the subjects as possible.
    - The work needs to be set by Monday 9am each week.
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- Teachers will work in their year and phase teams to set work.
- Providing feedback on work –
  - Where appropriate, teachers will give children feedback via Class Dojo and Purple Mash.
- Keeping in touch with pupils and parents –
  - Class teachers will stay in contact with families via Class Dojo.
  - Key families will be contacted by phone by the Designated Safeguard Lead.

## 2.2 Teaching assistants

Teaching assistants must be available between 08:30-1500, daily or in line with their contracted 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 to their phase leader or Head of Primary.

Teaching assistants are responsible for:

- Supporting their class teacher and phases with tasks that can be completed from home. These tasks could include:
  - Setting remote learning work.
  - Planning tasks.
  - Providing feedback.
  - Contacting families.

## 2.3 Subject leads

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject to make sure work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set across subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Monitoring the work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject

## 2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the school – if you've assigned one member of staff to lead on this, highlight them here
  - Monitoring the effectiveness of remote learning – explain how they'll do this, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
  - Monitoring the security of remote learning systems, including data protection and safeguarding considerations
  - Monitor the well-being of families, children and colleagues.
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## 2.5 Pupils and parents

Staff can expect pupils 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 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 – if you know of any resources staff should point parents towards if they're struggling, include those here
- › Be respectful when making any complaints or concerns known to staff

## 3. Who to contact

If staff have any questions or concerns, they should contact the following individuals:

- › Issues in setting work – talk to the relevant subject lead, phase leader or SENCO
- › Issues with behaviour – talk to the relevant Head of Phase or Head of Primary
- › Issues with IT – talk to Network
- › Issues with their own workload or wellbeing – talk to their Line Manager or Phase Leader
- › Concerns about data protection – talk to the data protection officer
- › Concerns about safeguarding – talk to the DSL

## 4. Data protection

### 4.1 Accessing personal data

When accessing personal data, all staff members will:

- › Ensure it isn't shared with anybody who isn't a colleague at Eastbury Community School.
- › Ensure any devices with personal data are password protected.
- › Ensure details are not shared without permission.

### 4.2 Sharing personal data

Staff members may need to collect and/or share personal data such as families contact details and home addresses 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

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
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- › 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

## **6. Monitoring arrangements**

This policy will be reviewed yearly by Head of Primary. At every review, it will be approved by Executive Head Teacher and Governors.