

# GUSTON CHURCH OF ENGLAND PRIMARY SCHOOL



## Remote Learning Policy January 2021

Review: January 2022

# Contents

1. Aims .....	2
2. Roles and responsibilities .....	2
3. Who to contact .....	5
4. Data protection .....	5
5. Safeguarding .....	6
6. Monitoring arrangements .....	6
7. Links with other policies .....	6

---

## 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 are expected to respond to queries or concerns raised between 8.30am – 4.00pm. They could be required in school or may be asked to provide learning from home.

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 for their bubble.
  - Work set should include daily activities for Maths and English and a range of weekly learning activities linked to other curriculum subjects. Activities set will be appropriate to their age.
  - Where required, activities will be supported by videos, some of which will be recorded by the class teachers. The aim is that these can then be accessed by pupils.
  - Works should be set at the beginning of the week and shared with parents and children on the school website. Videos tutorials are available at [www.guston.kent.sch.uk](http://www.guston.kent.sch.uk) under COVID - 19/video tutorials.
  - Teachers will provide some focused work with some small groups of pupils.
  - Pupils who have difficulty accessing online work are asked to contact the school so alternative provision can be provided and/or support offered.
- › Providing feedback on work:
  - Teachers will feedback on completed work from pupils using the function of the dashboard or with younger pupils, email parents directly. In the instances of 'blended learning' (with some pupils working at home and other Critical worker pupils in school), the expectation is that teachers will check at least three times a day.
- › Keeping in touch with pupils who aren't in school and their parents:
  - Teachers will offer regular Zoom catch up sessions. These will be co-ordinated across the school to ensure siblings are not expected to 'Zoom' at the same time.

- Teachers will check emails routinely. At least three times a day.
- Any complaints or concerns shared by parents and pupils should be shared with a member of SLT.
- If teachers have any safeguarding concerns, they should be logged using CPOMS in line with the school's Safeguarding Policy.
- Class Teacher's will follow up individually on pupils that are not accessing remote learning. Barriers to access will be discussed and solutions attempted to be found.

➤ Attending virtual meetings with staff, parents and pupils

- Teachers will wear an appropriate dress code, in line with what they would if teaching face to face.
- When attending virtual meetings teachers will ensure that the location they are in is appropriate. (e.g. avoid areas with background noise, nothing inappropriate in the background)
- If meeting 1:1 with a child, a parent or carer must be present.

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants might be expected to support up until 3.30pm.

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 could be required in school or may be asked to support from home.

➤ Supporting pupils who aren't in school with learning remotely

- Class Teachers will target different groups to ensure the remote learning is as effective as possible. This may include TAs, providing support in small groups – face to face and remotely.

➤ Attending virtual meetings with teachers, parents and pupils:

- TAs will wear an appropriate dress code, in line with what they would if teaching face to face.
- When attending virtual meetings teaching assistants will ensure that the location they are in is appropriate. (e.g. avoid areas with background noise, nothing inappropriate in the background)
- If meeting 1:1 with a child, a parent or carer must be present.

## 2.3 SEND

The SENCO is responsible for:

- Liaising with teachers to support in planning for the needs of children with SEND
- Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required
- Ensuring that pupils with High Needs Funding and /or Education Health Care are able to access provision remotely, where appropriate
- Identifying pupils that need to be supported in the school environment
- Liaising with external professionals to ensure assessments and support is accessed throughout the remote learning period
- Signposting parents to external support
- Monitoring the provision put in place for pupils with SEND for effectiveness
- Working with the school mental health champion to support children's, parent's and staff's mental health throughout the remote leaning period

## 2.4 Subject leads

Alongside their teaching responsibilities, 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 remotely to make sure all work set is appropriate and consistent
- › Monitoring the remote work set by teachers in their subject and discussing this at regular staff meetings focusing on different subjects.
- › Alerting teachers to resources they can use to teach their subject remotely

## 2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- › AHT (Teaching and Learning) is Co-ordinating the remote learning approach across the school.
- › SLT will monitor the effectiveness of remote learning meeting regularly 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

## 2.6 Designated safeguarding lead

The DSL's in the school will monitor CPOMS regularly and action any issues that arise.

## 2.7 IT staff

The school is supported by Primary Technologies for I.T. They are responsible for:

- › Helping staff with any technical issues they're experiencing
- › Fixing issues with systems used to set and collect work
- › Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

Our website is run and managed by School Spider so difficulties issues with accessing or uploading work should be directed to the Class Teacher in the first instance and they will be able to seek support directly from School Spider.

## 2.8 Pupils and parents

Staff can expect pupils learning remotely to:

- › Be contactable during the school day – although consider they may not always be completing work at the same time due to access to devices or parents working from home.
- › 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
- › Behave appropriately during any live online session.

Staff can expect parents with children learning remotely to:

- › Read emails from the school and respond appropriately
- › Make the school aware if their child is sick or otherwise can't complete work
- › ensure that the location/background of any zoom meeting is appropriate.

- › Seek help from the school if they need it.
  - Video Tutorials are available on [www.guston.kent.sch.uk](http://www.guston.kent.sch.uk) under COVID-19 Information/video tutorials
- › Be respectful when making any complaints or concerns known to staff

## 2.9 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 AHT
- › Issues with behaviour – talk to a member of SLT
- › Issues with IT – talk to IT staff
- › Issues with their own workload or wellbeing – SLT
- › 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 for remote learning purposes, all staff members will:

- › Access this information on a secure cloud service or via a remote login to the server in the school IT network. SIMS, Target Tracker, School Spider (website) and CPOMS.

### 4.2 Processing personal data

Staff members may need to collect and/or share personal data 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)
- › Not sharing the device among family or friends
- › Installing antivirus and anti-spyware software
- › Keeping operating systems up to date

## 5. Safeguarding

- The school will ensure any remote sharing of information, communication and use of online learning tools and systems will be in line with privacy and data protection requirements.
- All communication with learners and parents/carers will take place using school provided or approved communication channels; for example, school spider school app, newsletters, school email accounts and phone numbers and agreed systems School website portal.
  - Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with the DSL.
- Staff and learners will engage with remote teaching and learning in line with existing behaviour principles as set out in our school behaviour policy and code of conduct
- Staff and learners will be encouraged to report issues experienced at home and concerns will be responded to in line with our child protection and other relevant policies.
- When delivering remote learning, staff will follow our Remote Learning Acceptable Use Policy (AUP)
- Parents/carers will be made aware of what their children are being asked to do online, including the sites they will be asked to access. Guston CEP School will continue to be clear who from the school their child is going to be interacting with online.
- Parents/carers will be encouraged to ensure children are appropriately supervised online and that appropriate parent controls are implemented at home.

## 6. Monitoring arrangements

This policy will be reviewed in September 2021 by SLT. At every review, it will be approved by the full governing body.

## 7. Links with other policies

This policy is linked to our:

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