Remote learning policy

Status	
Review Cycle	Annual
Date written/ last review	September 2020
Date of next review	September 2021

NB: Throughout this document Latchmere Academy Trust may be abbreviated to "LAT"

Contents

---

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

Remote teaching is still a new and sometimes challenging skill. Staff should feel comfortable to ask for feedback from colleagues in their Year team on the technical aspects of planning remote learning so that they feel confident and in control of their lessons and resources.

2.1 Teachers

When providing remote learning, teachers must be available between 9.00- 12.00 and 13.00-15.00 on Office 365.

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should contact the Head of School.

Teachers will also let the Head of School and IT staff know as soon as they are aware if they cannot access the remote learning system and discuss alternative arrangements to continue the provision of effective online classes. They will also notify the Head of School when they might have access to the system again in event of their being an IT issue at home.

When providing remote learning, teachers are responsible for:

> Provide Setting work for their class

- o Daily online maths and English activities. Phonics will be provided for children in Reception to Year 2 and SPAG for children in Y3-Y6
- o Weekly broader curriculum work, including geography or history, science and ICT
- o Teachers may choose to provide activities linked to music, art, cooking or gardening activities if appropriate
- o Maths and English lessons will be supported by video explanations either created by the teacher or available via White Rose or the Oak Academy website
- o Work will be uploaded daily by 9am. Weekly work should be uploaded by 9am on a Monday
- o Staff should work as year group teams to ensure consistency

- o Staff may seek advice from phase leaders, subject leaders, inclusion lead, EAL Co Ordinator or the leadership team as necessary.
- Providing feedback on work:
  - o Self-isolating pupils will bring home learning books back to school when they return
  - o When whole classes are isolating at home children will be asked to upload images of their work for staff to mark, or complete a quiz so that their understanding can be quickly assessed
  - o Staff can also feedback via the messaging system on Office 365
  - o Feedback should be given within 24 hours of work being uploaded Monday to Thursday. For longer pieces of work collected from the whole class, teachers will inform the class when they will receive feedback
- Keeping in touch with pupils who aren't in school and their parents:
  - o Parents should contact staff via email through the school office
  - o Staff should respond to parent emails within 48 hours where possible
  - o Staff should attempt to answer work related questions posted before 3pm on the same day. If additional advice is needed staff should attempt to respond in 48 hours
  - o Complaints should be addressed in line with the Complaints Policy and the Leadership Team must be informed
  - o Any safeguarding concerns should be emailed to the DSL using a CFC form. In emergencies, or for additional support, teacher should phone the DSL as detailed in the Safeguarding Policy
  - o Any pupils not accessing 365 or failing to complete work will be dealt with sensitively and supported to do so. Please contact a member of the leadership team for additional support
  - o Concerns about E-Safety should be reported to the E-Safety Co Ordinator. It may also be appropriate to inform the Safeguarding Lead
- Attending virtual meetings with staff, parents and pupils:
  - o Staff must adhere to the school dress code
  - o Consider the location you are in (e.g. avoid areas with background noise and ensure there is nothing inappropriate in the background)

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during their usual 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 to the Head of School using the normal absence procedure.

Teaching Assistants will also let the Head of School and IT staff know as soon as they are aware if they cannot access the remote learning system and discuss alternative arrangements to continue the provision of effective online support. They will also notify the Head of School when they might have access to the system again in event of their being an IT issue at home.

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

- Supporting pupils who aren't in school with learning remotely by:
  - o Producing materials for pupils with additional needs as directed and supported by the class teacher
- Attending virtual meetings with teachers:
  - o Staff must adhere to the school dress code
  - o Consider the location you are in (e.g. avoid areas with background noise and ensure there is nothing inappropriate in the background)

Teaching assistants will be put on a rota to support key worker and vulnerable children in school. Morning sessions will take place in the computer room and focus on online learning. Afternoons will focus on free play, art etc. A teacher, a member of the leadership team and one member of office staff will also be present in school.

2.3 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

> Supporting teachers teaching their subject remotely to make sure the work set is appropriate and consistent

> Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other

> 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:

> Co-ordinating the remote learning approach across the school

> Monitoring the effectiveness of remote learning by monitoring work uploaded, holding weekly staff meetings, monitoring parent emails and complaints, monitoring how staff are feeding back to pupils

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

2.5 Designated safeguarding lead

To view the responsibilities of the DSL please see the Safeguarding policy:
https://lmat.promoteyourschool.co.uk/policies/

2.6 SENDCo

The SENDco is responsible for:

> Support for teachers and teaching assistants with coordinating and providing additional provision for pupils with SEND, and other specific learning enhancement needs.

> Monitoring the effectiveness of the remote learning provision for pupils with additional needs.

> Maintaining contact with pupils/parents on their lists requiring regular support, by email or phone.

2.7 IT staff

IT staff are responsible for:

> Fixing issues with systems used to set and collect work

> 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

> Communicating to all staff as soon as they are aware if the remote learning system is not available to staff or pupils and notify of a potential time when the system will be available again

2.8 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day, while understanding they may not be in front of a device the entire time
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers
- 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 making any complaints or concerns known to staff
- Alert teachers if they're not able to complete work

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 – Phase Leader, Leadership Team, Inclusion Lead, EAL Co Ordinator
- Issues with behaviour – Phase Leader, Leadership Team, Inclusion Lead, Safeguarding Lead
- Issues with IT – IT staff
- Issues with their own workload or wellbeing – Phase Leader, Leadership Team,
- Concerns about data protection – Head of School
- Concerns about safeguarding – Safeguarding Lead

4. Data protection

4.1 Accessing personal data

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

- Contact the Head of School to explain why they need to access personal data
- The Head of School will ask the office to provide this information to staff securely, either by secure email or phone call
- Staff will delete the information provided at the earliest opportunity
- Where possible, staff that need to make phone calls will be provided with a school mobile. Where this is not possible, staff will dial 141 before dialling the phone number provided and should delete the number from their phone straight after the call
- All emails to parents should be sent to the school office who will send it to the appropriate address on behalf of staff

4.2 Processing personal data

Office and IT staff may need to collect and/or share personal data such as [such as email addresses] 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 school 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 follow the schools Safeguarding policy which can be found online at:
https://lmat.promoteyourschool.co.uk/policies/

Any safeguarding concerns should be emailed to the DSL using a CFC form. In emergencies, or for additional support, teacher should phone the DSL as detailed in the Safeguarding Policy.

6. Monitoring arrangements

This policy will be reviewed annually by the Head of School. At every review, it will be approved by the Local Advisory Board.

7. Links with other policies

This policy is linked to our:

> Behaviour policy

> Child protection policy and coronavirus addendum to our child protection policy

> Data protection policy and privacy notices

> Home-school agreement

> ICT and internet acceptable use policy

> Online safety policy