



# Warren Park Primary School

## Remote Learning Policy



### 1. Aims

This remote learning policy 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 during the normal working school day.

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:
  - The remote education provided should be equivalent in length to the core teaching pupils would receive in school.
  - This may include a balance of recorded teaching, live engagement and independent learning activities.
  - Other subjects will be set in line with the curriculum planning for the year group and will cover the period of absence from school
  - Work needs to be accessible to parents at 9am each day via the google online learning platform for Years 1, 2, 3, 4, 5 and 6. Year R will use Tapestry.
  - When year group attendance is split between home and school, teachers within the year group will liaise to ensure consistency, where possible, between the provision in school and at home.
- Providing feedback on work:
  - Teachers will make pupils aware of the type of feedback to be provided for the tasks set. Some tasks will require a deeper level of feedback than others.
  - Work can be submitted electronically by pupils and feedback given. Feedback can be a written comment or through live verbal discussion.
  - Feedback will be provided in a timely manner and will be appropriate to the task set.
- Keeping in touch with pupils who aren't in school and their parents:

- School generic year group email addresses will be used for direct communication between teachers and parents. All year group teachers will have access to emails received and sent.
- Teachers will monitor pupil engagement with online learning and where there is a concern with regard to lack of engagement, the teacher will contact the parent. A record of this will be made on CPOMs.
- Any complaints or concerns raised by parents must be shared with a senior member of staff.
- Teachers will make weekly contact with vulnerable children who are not attending school to support their access to online learning and ensure their safety and well-being. A record of these contacts will be made on CPOMs.
- The safeguarding policy will be applied appropriately for pupils working in school and at home.
- Staff will be expected to respond in a timely manner to all communications received during the school working day.

➤ Attending virtual meetings with staff, parents and pupils:

- Dress code: the same expectation as in school.
- Locations: avoid areas with background noise, ensure there is nothing inappropriate in the background (backgrounds should be a clear wall where possible) and also if the meeting is of a confidential nature then this must take place in an area that allows this to be maintained.

## 2.2 Support staff

- All staff must be available between their normal school 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 using the normal absence procedure as set out in the staff handbook.
- During a period of isolation, a member of Progress Team will be in contact to set out expectations for working from home for that period. If necessary resources and equipment will be provided to individuals.

## 2.3 Subject leaders

Alongside their teaching responsibilities, subject leaders are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning.
- Monitoring the remote work set by teachers in their subject and offering support where necessary.
- Alerting teachers to resources they can use to teach their subject remotely.

## 2.4 Senior leaders

Alongside any teaching responsibilities, Progress Team leaders are responsible for:

- Maintaining an oversight of the curriculum being delivered.
- Overseeing a tracking system for participation and actions undertaken for those not taking part.
- Monitoring the effectiveness of remote learning and supporting the continued development of provision through staff meetings, discussions with subject leaders, the sharing of high-quality resources.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

## **2.5 Designated safeguarding leads**

The DSLs are responsible for ensuring that safeguarding continues to remain in place and is monitored through CPOMS. The Safeguarding and Child Protection Policies and addendum should continue to be followed.

## **2.6 IT network manager**

IT network manager is responsible for:

- Fixing issues with systems used to set and collect work.
- Helping staff and parents with any technical issues they're experiencing.
- Preparing devices for home use and ensuring appropriate loan agreements are signed.
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer.
- Assisting pupils and parents with accessing the internet or devices.

## **2.7 Pupils and parents**

Staff can expect pupils learning remotely to:

- Complete work to the best of their ability and to hand it in via the agreed learning platform.
- Seek help if they need it, from someone at home, teachers or teaching assistants.
- Alert someone at home or school 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.
- Inform the school if access to a device or data is a barrier to learning.
- Be respectful when making any complaints or raising concerns with staff.

## 2.8 Governing body

The governing body 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 purposes.

## 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 leader or SENCo
- › Issues with behaviour – talk to the relevant year leader
- › Issues with IT – talk to IT network manager
- › Issues with their own workload or wellbeing – talk year leader or 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

All data can be accessed through remote working provided by Agile. This is a secure system managed with a 2 Factor Authentication (2FA) when accessing personal data for remote learning purposes, all staff members have access to this.

### 4.2 Processing personal data

Staff members may need to collect and/or share personal data 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 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

## 5. Safeguarding

Please refer to the Safeguarding and Child Protection policies.

## 6. Monitoring arrangements

This policy will be reviewed regularly when implemented by the Senior Leadership Team. It will be reviewed with the Governing Body during full governing body meetings.

## 7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding and Child Protection policies 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