



# Rusthall St Paul's C. E. Primary School

## Remote Learning Policy

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Approved by:



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### 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
- Ensure pupils unable to attend school remain fully included within the school community.
- Continue to ensure that every child receives the best education the school can provide them
- Ensure that remote education is integrated into the curriculum so it is an essential part of the school curriculum, alongside classroom teaching, or in the case of a local lockdown.

### 2. Roles and responsibilities

#### **Senior Leadership Team**

Senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school;
- Monitoring the effectiveness of remote learning;
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations;
- If the class teacher is unwell and unable to lead remote learning, then the Senior Leadership team will take direct responsibility for this. If this is the case, home learning provision and systems may need to be adapted so that school leaders can continue to manage their leadership roles while carrying out remote learning for the class.

#### **Designated Safeguarding Lead**

The DSL is responsible for: Safeguarding concerns, including those related to Remote Learning  
Please refer to Child Protection and Safeguarding Policy.

#### **Teachers**

- Teachers are responsible for setting and assessing the work and keeping in touch with children and parents.
- Teachers will be available during the hours of 9am and 3pm to respond to any queries via Dojo or email, although they may not be in front of a device for the entire time.

If they are 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.

#### **Teaching assistants**

- When assisting with remote learning, teaching assistants are responsible for:
- Supporting pupils who aren't in school with learning remotely as directed by the class teacher or Senior Leadership Team
- Liaising with class teachers to support planning and resourcing differentiated learning

Anyone unable to work for any reason during this time, for example, due to sickness or caring for a dependent, should report this using the normal absence procedure.

## **Office staff**

- Will liaise with parents where necessary and support the teachers as needed with contacting pupils or parents.
- Support with admin work such as photocopying resources.

Anyone unable to work for any reason during this time, for example, due to sickness or caring for a dependent, should report this using the normal absence procedure.

## **Subject leads**

Subject leads are responsible for monitoring the work teachers set by their subject. Supporting with resourcing as needed.

## **Pupils and parents**

Staff can expect pupils learning remotely to:

- Be contactable during the school day – 9am-3pm although they may not always be in front of a device the entire time;
- 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 making any complaints or concerns known to staff;

## **Governing Body**

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 SENCO
- Issues with behaviour – talk to the Head Teacher
- Issues with IT – talk to IT support at Cantium
- Issues with their own workload or wellbeing – talk to the Head Teacher
- Concerns about data protection – talk to the Headteacher
- Concerns about safeguarding – talk to the DSL

## **4. Data protection**

Accessing personal data

- Teachers can access parent contact details via the school office (SIMS) using a secure password. Do not share any details with third parties;
- School laptops and iPads are the devices to be used when accessing any personal information on pupils. If for any reason a member of staff cannot use their school laptop or i-pad they should speak to a DSL about what to do.

## **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;
- Installing antivirus and anti-spyware software;
- Keeping operating systems up to date – always install the latest updates.

## **5. Safeguarding**

Please refer to Child Protection and Online safety policy.

## **6. Monitoring arrangements**

This policy will be reviewed as and when updates to home learning are provided by the government. At every review, it will be approved by the Governing Body.

## **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

## **8. Intent and implementation**

At Rusthall St Paul's our curriculum is designed to engage, inspire, motivate and challenge our pupils. It allows the pupils to:

- develop their interests in the world around them
- develop their love of learning
- build resilience
- become creative, critical thinkers
- apply their skills and knowledge to a range of contexts

## **A child is self-isolating and has internet access**

### **School responsibilities**

- Work will be posted daily on the class website page. This learning will align with the curriculum being taught in class on that day.
- It may not always be possible to post work on the first day of absence but work will be available from the second day.
- For SEN pupils or those working well below the age-appropriate curriculum, work will be matched to those pupil's needs.
- Returned work will be assessed at the end of each day so that work can be set for the following day.
- School staff will keep in regular touch via Dojo or email. The school office will phone a parent to check in if work is not being completed or returned.

### **Parent responsibilities**

- Parents should ensure their child completes the work set daily.
- Work should be returned, preferably via email, at the end of each day by 4pm so that teachers can assess the next steps for learning. New work may not be given until previous work has been completed and returned. Parents may use phone cameras to take a picture of the work to return.
- Parents will respond to messages from staff and ask for support with work where needed.

## **A child has to isolate and has no internet access**

### **School responsibilities**

- The school will be proactive and provide pupils with paper copies of the work for that day. The learning will align with the curriculum being taught in class on that day.
- It may not always be possible to provide work on the first day of absence but work will be available from the second day.
- For SEN pupils or those working well below the age-appropriate curriculum, work will be matched to those pupil's needs.
- School will work with parents on a system for returning work so that it can be regularly assessed.
- School staff will keep in regular touch via telephone.

### **Parent responsibilities**

- The parent will work with the school to find a way to receive paper copies of the work.
- Work should be returned regularly to the school to be assessed.
- Parents will respond to phone calls from the school to monitor how their children are doing.

## **The School has to deliver all learning remotely e.g. a whole bubble has to isolate**

### **School responsibilities**

The school will either follow the guidelines for individual children self-isolating and provide daily work on the website.

Or

Provide at least one virtual lesson per day via TEAMS.

### **Who do we provide work for?**

Work will only be provided for pupils who are absent due to having to self-isolate because they have tested positive or have been in direct contact with a positive person. Work will not be provided for pupils whose parents choose not to send them to school. If a child has Covid and is too ill to complete the work, the parent should inform the school that this is the case.