St James Church of England Primary School

Name of Policy	Remote Learning
Signed ratification by Governors	To be ratified
Review Date	October 2020
Next Review Date	October 2022

Contents

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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

2.0 Roles and Responsibilities

2.1 Teachers

When providing remote learning, teachers will be available during the 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:

Responsibilities

Teaching staff will be responsible for the following:

- Setting work:
  - Pupils in their class or in their year group.
  - The work provided should be challenging and be enough to cover a days learning.
  - Work should be set by 3pm the day before
  - Work should be uploaded on to the school learning platform.
  - As far as possible there will be consistency in work set across year group classes.
  - Providing feedback on work
  - Feedback on work that has been completed on line and shared with pupils via the online platform
  - As far as possible feedback should be given straightaway on the day it is uploaded through J2E.
  - Keeping in touch with pupils who aren't in school and their parents via Arbor. This keeps a record of communications on the student's profile.
  - Staff should contact parents weekly and keep a note of the calls on Arbor. Staff should shield their personal number when telephoning by dialling 141 before the number or turning off caller id in your telephone's settings before calling out.
  - During the school day teachers will respond to emails.
  - Any complaints or concerns should immediately be shared with members of the senior leadership team.

If children fail to complete work they should be referred to senior leadership team.

When attending virtual meetings with staff, parents and pupils –

o Staff should adhere to the smart school dress code

o When considering a location for virtual meetings and online sessions staff should avoid areas with background noise, and check to make sure there is nothing inappropriate in the background

2.2 Teaching assistants

When assisting with remote learning, teaching assistants should be available during the school working times.

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 are responsible for:

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

  o Individual or groups of pupils that the teacher asks them to support.

- They should support as outlined in plan shared with the teaching assistant by the class teacher.

- As above when attending virtual meetings with teachers, parents and pupils – staff should adhere to smart school dress code.

  o When considering a location for virtual meetings and online sessions staff should avoid areas with background noise, and check to make sure there is nothing inappropriate in the background

2.3 Subject leads

- The subject leads should consider if there are any significant changes that need to be made to the curriculum, and if there is consult with senior leadership team, prior to sharing an adapted curriculum.

- Working with teachers teaching their subject remotely to make sure all 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

- Monitoring the remote work set by teachers in their subject –hold regular meetings with teachers and reviewing work set, and support planning

- 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 –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 (GDPR) and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

The safety of pupils online: If you have any concerns, the DSL can be contacted by emailing office@st-james.southwark.sch.uk .

2.6 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

- Assisting pupils and parents with accessing the internet or devices

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although consider they may not always 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 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

2.8 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 SENCO office@st-james.southwark.sch.uk

- Issues with behaviour – talk to SENCO/Assistant Headteacher with behaviour for learning responsibility

- Issues with IT – talk to IT staff – office@st-james.southwark.sch.uk

- Issues with their own workload or wellbeing – talk to a member of senior leadership team office@st-james.southwark.sch.uk

- Concerns about data protection – talk to the Data Protection Officer office@st-james.southwark.sch.uk

- Concerns about safeguarding – talk to the DSL- office@st-james.southwark.sch.uk

4. Data protection

4.1 Accessing personal data

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

- Will use Arbor to access personal data

- Staff should not use personal devices to save pupil personal data; this data is stored online in the school's systems expressly for the purpose (for example Arbor/My USO, CPOMS, etc).

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
- Making sure the device locks if left inactive for a period of time and is shut down regularly.
- Not sharing the device among family or friends
- Ensuring antivirus software is updating by connecting the device to the internet.
- Keeping operating systems up to date – always install the latest updates

5. Safeguarding

Click here for our Addendum Safeguarding policy – Closure Arrangements for Safeguarding and Protecting Children:

https://www.stjamesschoolbermondsey.com/attachments/download.asp?file=3127

6. Monitoring arrangements

This policy will be reviewed regularly by Headteacher in consultation with the IT lead.
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
- ICT and internet acceptable use policy
- Online safety policy