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Remote learning policy

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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. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 8.40 and 3.30

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 own class, personalised to the needs of pupils.
 - The amount of work provided will be equivalent to the daily taught timetable in school, covering the range of subjects usually taught wherever possible.
 - Work for the following day needs to be set by 8.30, save for the first day of absence, where work may be set after this time.
 - Work for Key Stage 2 Children should be uploaded to Google Classroom. For Reception and Key Stage 1 work should be uploaded onto the school website.

➤ Providing feedback on work:

- Pupils work will be emailed back to school where possible. Where this is not possible, teachers will liaise with parents over how to give feedback e.g. verbally or by work being returned to school in paper form.
- Feedback will be via the classroom in Google Classroom, or by email for Key Stage One and Reception children.
- Feedback needs to be given before the next related lesson.

➤ Keeping in touch with pupils who aren't in school and their parents:

- Teachers should contact parents and children a minimum of once weekly by phone.
- Teachers should ensure that they answer emails from parents, but these should be answered within normal working hours.
- Any complaints or concerns shared by parents and pupils should be passed on to the headteacher for advice or to deal with.
- If pupils do not hand in work, then parents should be contacted by the classteacher in the first instance. If this does not bring about an improvement, the headteacher will contact parents to try to resolve matters.
- If an individual or group is working from home, work will be set by the classteacher, but this may not be able to be provided before the start of the first day of absence, due to the teacher's teaching commitments.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available for their normal 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 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 – by phone and email.
- Attending virtual meetings with teachers, parents and pupils.
- When teaching assistants will also be working in school, the amount of time they will be able to give to support learning will be greatly reduced, as they will be fulfilling their normal duties.

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
- 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
- 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 through regular meetings with teachers and subject leaders, reviewing work set and reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for safeguarding when children are working remotely.

2.6 IT staff

IT staff at Ark 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

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 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 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 headteacher
- Issues with IT – talk to Ark Staff
- Issues with their own workload or wellbeing – talk to the headteacher
- 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 data on a school machine, or through the school's secure Management Information Systems and Communication tools.

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

5. Safeguarding

An addendum has been made to the Safeguarding Policy for our school to cover Remote Learning.

6. Monitoring arrangements

This policy will be reviewed every year 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