



# All Saints' C of E First School

## 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 should be available between 9am and 3.30pm. If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should make their key stage leader or the Headteacher aware to enable other systems to be put into place.

Class teachers will be responsible for planning and providing daily work for both children learning at home and children learning in school (the keyworker and vulnerable children). Class teachers will work at home or at school, depending upon the tasks they are undertaking at the time.

As a guide, weekly lessons should include at least:

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## EARLY YEARS

- Daily phonics lesson
- 3 Communication, Language, Literacy lessons
- 3 Maths lessons
- 4 other lessons

Each day, teachers are responsible for ensuring that up to 3 hours of work should be set. It is understood that activities need to be shorter and more practical, and this is a rough guide only.

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## YEAR 1

- Daily phonics lesson
- 3 English lessons
- Daily Reading lesson (one clip of reading sent in each week)
- 3 Maths lessons
- 4 other lessons
- Spellings

Each day, teachers are responsible for ensuring about 3 hours of work should be set.

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## YEAR 2 AND KEY STAGE 2

- Daily Reading (one clip of reading sent in each week)
- Spellings/Phonics lessons
- 4 English lessons and 1 guided reading lesson
- 4 Maths lessons and 1 mental maths lesson
- 5 other subject lessons during the week (including handwriting and an active lesson)

Each day, teachers are responsible for ensuring that about 4 hours of work should be set (3 hours for Year 2).

Teacher are responsible for providing feedback on work.

- Teachers will connect with students via Seesaw . Feedback could be through 'likes' , verbal comments or written comments. The use of the microphone feature is encouraged for staff and children to continue to talk to each other.
- Encouragement can be provided through j2Stars.
- For individuals, teachers may call and discuss learning with pupils over the telephone if there is a specific need.

Teachers are responsible for keeping in touch with pupils who aren't in school and their parents.

- Contact should be maintained with pupils via Seesaw where possible.
- E-mail communication should continue if this is not possible.
- If pupils are failing to communicate through Seesaw regularly, teachers will refer to the headteacher who will call parents.

Teachers will use videos to support learning.

- Teachers should be in a quiet location for lessons and meetings and consider the background of the room.

Teachers are responsible for monitoring and sharing any safeguarding concerns:

- Reporting any safeguarding concerns directly to DSL.
- Recording concerns on MyConcern

## 2.2 SUPPORT STAFF

When assisting with remote learning during school closure, teaching assistants' priority will be with the keyworker children within school, but may be asked to support the children learning at home.

Support Staff should be available between 8.45am and 3.45pm. 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 outlined in the code of conduct.

When assisting with remote learning for keyworkers, teaching assistants are responsible for supporting pupils who are in school with remote learning set by the class teacher.

When assisting with remote learning for home learning, support staff are responsible for monitoring work and giving feedback. They may also be asked to prepare remote learning activities for groups e.g. phonics.

## 2.3 SENIOR LEADERS

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across their keystage
- Monitoring the effectiveness of remote learning by engaging with teaches, responding to issues and supporting colleagues.

2.4 Designated safeguarding lead The DSL is responsible for:

- Ensuring that the safeguarding policy is complied with.
- Following up on safeguarding concerns approaching them with professional curiosity to discover more.

## 2.5 PUPILS AND PARENTS

Pupils learning remotely should aim to:

- Complete work set by teachers
- Seek help if they need it by sending messages to their teachers

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick
- Seek help from the school if they need it
- Support their child in their learning to the best of their ability.

## 2.6 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: to this as needed: Issues in setting work – talk to colleagues or JT

Issues with IT – Talk to EA

Issues with Seesaw – EA or other teachers

Issues with their own workload or wellbeing – talk to KS leads or EA

Concerns about data protection – talk to EA

Concerns about safeguarding – talk to the DSL or Deputy DSLs

## 4. DATA PROTECTION

### 4.1 ACCESSING PERSONAL DATA

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

- access the network remotely

- Ensure that pupils details or other personal information is not stored on personal equipment (Class teachers all have allocated class ipads which can be used for Teams. School laptops are available on request).

#### 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 devices are locked if left inactive for a period of time
- Not sharing the device among family or friends if it has sensitive information (unless separate users are created)
- Installing antivirus and anti-spyware software – this is important for laptops.
- Keeping operating systems up to date – always install the latest updates

### 5. SAFEGUARDING

Staff members must apply the safeguarding measures outlined in the schools safeguarding policy with particular attending paid to the remote learning section.

### 6. MONITORING ARRANGEMENTS

This policy will be reviewed every two years.

### 7. LINKS WITH OTHER POLICIES

This policy is linked to our:

- Behaviour policy
- Safeguarding Policy (including Child Protection)
- Data protection policy and privacy notices
- ICT and internet acceptable use policy