

# HINTON ST GEORGE CHURCH of ENGLAND PRIMARY SCHOOL

'Let your light shine'



## REMOTE LEARNING POLICY

Originally Adopted: December 2021

Frequency of Review: Annually

Next Review Date: December 2022

Signed \_\_\_\_\_

on behalf of the Governing Body

## **Hinton St George CE Primary School**

This Policy should be taken and used as part of Hinton St George Church of England School's overall strategy and implemented within the context of our vision, Instrument of Government aims and values as a Church of England School.

This Policy statement has been formally adopted by the governing body, in consultation with the headteacher, and will be reviewed at the frequency recorded on this cover page.

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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 are not 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

### Teachers

When providing remote learning, teachers must be available to the children between **8.45am and 3.15pm**. 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.

When providing remote learning, teachers are responsible for:

### **Setting work and uploading to Google Classroom**

- Provide learning for the children in your class and/or children you teach from other classes (e.g. children who work with a different year group for Phonics, English or Maths).
- Provide an appropriate amount of work to reflect a 'normal' school day with a focus on Phonics, English, and Maths.
- All work should be uploaded to Google Classroom.
- This work needs to be set prior to the 'Google Meet' meetings in the morning.
- Staff should co-ordinate with other teachers using Teams or email, including those teaching in school, to ensure consistency and to make sure pupils with limited access to devices can still complete the work.

### **Providing feedback on work**

- Children will be expected to submit their work online for assessment.
- Teachers will be expected to monitor all learning and give appropriate feedback to the

children (they will not be expected to give written feedback on all work submitted, but a reasonable amount and where guidance/next steps are needed).

- Teachers will only be expected to respond/feedback during working hours, not at weekends.

### **Keeping in touch with pupils who are not in school (and their parents)**

- Staff to keep in regular contact with children and parents through emails on Google Classroom and by telephone if required.
- Staff are expected to respond to emails in a timely manner (within the working day). There is no expectation to answer emails out of hours (evenings and weekends).
- If staff receive any complaints or concerns, they should report them to the Headteacher. Any safeguarding concerns should be reported to the Designated Safeguarding Lead or Deputy Designated Safeguarding Leads.
- Any behavioural issues should be dealt with in line with the school's Behaviour Policy.
- If a child consistently fails to submit learning, the class teacher will contact the parents in the first instance. If there is no resolution, this should be reported to the Headteacher.

### **Attending virtual meetings with staff, parents, and pupils**

- Staff will be required to follow the school dress code set out in the Staff Code of Conduct.
- Staff will be expected to attend meetings in a suitable location (e.g. avoiding areas with background noise or with anything inappropriate in the background) where confidentiality is guaranteed.

If teachers are also working in school, the class HLTA will cover the class for a short period (approximately 30-45 minutes) each morning to allow time for the class teacher to provide effective remote learning for the children learning remotely.

### **Teaching assistants**

When assisting with remote learning, teaching assistants must be available during their normal contracted hours. 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.

Any assistance with remote learning, will be delegated by the class teacher or Headteacher, this may include providing individual children with support or preparing resources.

### **Attending virtual meetings with staff, parents, and pupils**

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- Staff will be expected to attend meetings in a suitable location (e.g. avoiding areas with background noise or with anything inappropriate in the background) where confidentiality is guaranteed.

## **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 other subject leads and the Headteacher to make sure work set remotely across all subjects is appropriate and consistent.
- Monitoring the remote work set by teachers in their subject to ensure it is appropriate and consistent. This will be done through regular meetings with the other teachers.
- Alerting teachers to resources they can use to teach their subject remotely

## **Headteacher**

The Headteacher is responsible for:

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

## **Designated Safeguarding Leads**

The Designated Safeguarding Lead, and in their absence, the Deputy Designated Safeguarding Leads, are responsible for all matters related to Safeguarding as stated in the school's Safeguarding Policy.

## **IT Provider**

The school's IT provider is responsible for:

- Fixing issues with systems used to set and collect work
- Supporting staff with any technical issues they are experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

## **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
- Alert teachers if they are 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 cannot complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff
- Support their child with their learning where necessary

### **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 SENDCO
- Issues with behaviour – talk to the Headteacher
- Issues with IT – talk to the IT Provider
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DSL

### **4. Data protection**

#### **Accessing personal data**

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

- Only access data through the secure cloud
- Only access data using the school laptops provided, rather than personal devices

## **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 will not need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

## **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 see school's safeguarding policy.

## **6. Monitoring arrangements**

This policy will be reviewed annually by Charlotte Hall (Headteacher). At every review, it will be approved by the full governing body.

## **7. Links with other policies**

This policy is linked to our:

- Behaviour policy
- Safeguarding and Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy