



Remote Learning Policy

Reviewed by:	Full Governing Body
Date reviewed	February 2021
Date of next review	As necessary
Source and date of model policy, if applicable	The Key for School Leaders
Added to website (if applicable)	Yes
Shared to 'All Staff'	Yes
Added to Staff Share (internal)	Yes
New review date noted on schedule	Yes

Aims

This Remote Learning policy for staff aims to:

- Ensure consistency in the Federation's approach to remote learning.
- Set out expectations for all members of the Federation community with regards to remote learning.
- Provide appropriate guidelines for data protection.

If a child is self-isolating

If a child is self-isolating, remote learning will be provided via their class teacher. The child should only complete the work if they are well enough to do so. If a child is too unwell to complete the work, parents/carers should advise the school and update us when/if the child have recovered sufficiently during the self-isolation period in order to be able to engage with remote learning.

Work will be provided via the Google Classroom platform, or Tapestry for Early Years Children, and will be available from the day after the child has tested positive or has been advised to self-isolate. Normal marking and feedback procedures will apply.

Staff may contact the family during the self-isolation period if work is not being completed and we have not been advised that the child is too unwell to complete the work.

For FULL SCHOOL CLOSURE

Roles and responsibilities

Teachers

Teachers must be available online between 9am and 3pm. 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.

Teachers are responsible for:

- Setting work for their class and wider year group, daily, in agreement with their partner teachers

The amount of work set will vary, but will be set in accordance with the timetable for your class - see below. As a minimum it will be:

- Four pieces of work to include Reading, Writing and Maths and at least one foundation subject - phonics must be included for KS1.

- Each class should publish a weekly/daily timetable so that children are aware of when they may have to attend live sessions and assembly.
- Lessons will be guided, through voiceovers, pre-recorded videos and clear explanations, to support children in being as independent as possible with their learning.
- We will aim to deliver a broad curriculum, as we do in school, wherever possible but adaptations may have to be made to suit the different needs of remote learning. Work will be differentiated to provide adequate support and challenge for different children, including those with SEN
- Work should be posted by 8.50am on the day the work is to be completed.
- There should be 3 hours (per day) worth of work for KS1 and 4 hours per day worth of work for children in KS2 as directed by the Department of Education.
- Sufficient time should be allowed to enable children to complete the work set and submit it for feedback.
- The work should be uploaded to Google Classroom or Tapestry for Early Years. Work may also be uploaded to the website to support children who are not able to access Classroom due to restrictions on devices at home.

Providing feedback on work:

- Children are to be made aware that they should submit work via Google Classroom. If this is not possible, work can be emailed to the offices who will forward it to the relevant teacher.
- Feedback will be shared via Google Classroom, Mote, live small group sessions and via email for those that cannot access Google classroom.
- Two pieces of work from the Reading, Writing, Maths and foundation subject work set will be marked and feedback given. Children will be expected to attend to feedback as requested.

Keeping in touch with pupils and parents

- Teachers should post a message to children at the beginning of each week and respond to comments and questions in the Google Classroom stream as appropriate – the stream should be checked daily in order to provide support for pupils encountering difficulties with the work set.
- Emails/queries from parents will be forwarded to teachers by the offices. Teachers should formulate a reply which the offices will send on their behalf.
- Complaints or concerns shared by parents and pupils should be escalated following the normal procedure. Any safeguarding concerns should be logged on My Concern by teachers as usual.
- When behavioural issues arise, such as inappropriate use of the Classroom stream, the teacher

should send an email to parents via the office, or alternatively can call them, providing they are able to do so without disclosing their personal telephone number (assuming that they are working off site).

- A record will be kept by all staff on a weekly basis to log which families are interacting and engaging with the school and if contact has been made with the child/family.

Attending virtual meetings with staff, parents and pupils

- The normal Federation dress code applies.
- Location - avoid areas with background noise, ensure no children's information is visible and that there is nothing inappropriate in the background.
- For staff meetings, staff to ensure cameras are on for the duration of the meeting; the Google Meet protocols explain further the expectations for staff and pupils within these virtual meetings.

Teaching assistants

Teaching assistants must be available daily. Any absence should be reported using the usual procedure.

Teaching assistants are responsible for:

- Working with the teacher in supporting pupils with learning remotely.
- Supporting pupils allocated to them by the class teacher.
- Responding to comments/questions in the Classroom stream.
- Checking work and providing feedback where appropriate.
- If appropriate, running small intervention groups with specific children.
- In the longer term, be willing to take part in a mini-research project relating to their work.

When attending virtual meetings with staff, parents and pupils:

- The normal Federation dress code applies.
- Location - avoid areas with background noise, ensure no children's information is visible and that there is nothing inappropriate in the background.
- For staff meetings, staff to ensure cameras are on for the duration of the meeting; the Google Meet protocols explain further the expectations for staff and pupils within these virtual meetings.

TLRs

Alongside any teaching responsibilities, as outlined above, TLRs are responsible for:

- Monitoring the areas of teaching and learning that they are responsible for through the use of learning conversations.
- Checking if planning, assessment and coverage is appropriate and if children are making progress.
- Offering support to teachers to ensure consistency.
- Checking in on PP children to ensure they are accessing learning.
- Checking quality and regularity of teacher feedback as well as how much children are producing - making comparisons and ensuring standards are being monitored.
- Flagging up any irregular patterns with SLT and addressing issues arising.

Senior Leadership Team

Alongside any teaching responsibilities, the senior leadership team are responsible for:

- Coordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning through regular meetings with teachers and TLRs, 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.
- Providing support for the Inclusion team and checking in on the welfare of all staff.

Designated safeguarding lead

Please refer to our Safeguarding and Child Protection Policy, found on our website here - <https://www.trumpingtonfederation.co.uk/page/?title=Policies&pid=14>

IT/Administrative staff

IT/Administrative 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 systems and flagging any data protection breaches to the data protection officer.

Pupils and parents

Staff can expect pupils to:

- Be contactable during the required times – although consider they may not always be in front of a device the entire time.
- Complete work to the deadline set by teachers - this will usually be on the day set unless otherwise agreed.
- Seek help if they need it.
- Alert teachers if they're not able to complete work.

Staff can expect parents 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.
- Communicate via email through the office, or in specific situations, through private comments on pupils' work but not via the Classroom stream.

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 systems are appropriately secure, for both data protection and safeguarding reasons.

Data protection

Accessing personal data

When accessing personal data, all staff members will follow the usual protocols. They should use their work laptops to access any data and ensure that it is password protected and locked when not in use. Personal devices should not be used. If phone calls have/need to be made from home, personal phone numbers or email addresses will not be shared with children or parents.

Sharing personal data

Staff members may need to collect and/or share personal data such as email addresses, as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.

While this may be necessary, 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.

Links with other policies

This policy is linked to our:

- Behaviour policy.
- Child protection policy.
- Data protection policy and privacy notices.
- ICT and internet acceptable use policy.

- Online safety policy.