

Remote Learning Policy for the Three Rivers Federation



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1. Aims

This remote learning policy 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 and online safety

2. Roles and responsibilities

2.1 Teachers

Teachers must be available between 9am and 3pm. 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 procedures between 9am and 3pm on the designated absence number. If it affects the completion of any work required they must ensure that arrangements have been made with year group partners or SLT to ensure work is completed.

Teachers are responsible for:

Setting work:

- Work will be set within Google Classroom
- Teachers will use a variety of online learning products. *(Any new products, requiring the use of personal data have to go through a GDPR risk assessment process.)*
- The online line safety curriculum to be followed at [Thinkuknow](#) website. The page has been created to support parents during COVID-19 and the closure of schools. Each fortnight, they will be releasing new home activity packs with simple 15 minute activities that can be completed at home to support children's online safety at a time when they will be spending more time online.

Providing feedback on work:

- Feedback will be provided within Google Classroom, Purple Mash or Tapestry

- Pupils will either complete work online or work can be uploaded to Google Classroom

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

- Emails will be checked during school hours and responded to in a timely manner
- Teachers are to attempt to make contact with all pupils in their class every 3 weeks via telephone call when in school or from a withheld number. Contact details can be accessed from CPOMS. Record all contacts with parents on CPOMS and add any relevant actions. Example CPOMS comment 'Telephoned Mum offered support during home learning and I spoke with the child who is getting on well. No concerns.'
- Contact should be polite and encouraging. Teachers must not give out any personal details. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly.

Attending virtual meetings with staff, external agencies, parents and pupils:

- Dress code – All staff attending meetings virtually should dress appropriately and comfortably. It is not expected for staff to dress formally as for school, but consideration should be given to the audience and participants of the meetings to ensure that professional standards are maintained at all times.
- When attending professional meetings staff must be aware of their surroundings, ensuring that, where possible, they are in a suitable location (not your bed), and that conversations are in a suitably private area where they cannot be overheard.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during their contracted work 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 with learning remotely:

- 1:1 Teaching Assistants, should make contact with their 1:1 child and the family once a week, in order to 'check in' with the family and offer support
- 1:1 Teaching Assistants must liaise with their class teacher to see how the work has been adapted for children with specific needs. During the phone call, Teaching assistants should offer support to the family in how to complete the work set as well as offering any further guidance about what else could be completed
- Attending virtual meetings with teachers, parents, and pupils (If necessary)

- Dress code - All staff attending meetings virtually should dress appropriately and comfortably. It is not expected for staff to dress formally as for school, but consideration should be given to the audience and participants of the meetings to ensure that professional standards are maintained at all times.
- When attending professional meetings staff must be aware of their surroundings, ensuring that, where possible, they are in a suitable location (not in bed), and that conversations are in a suitably private area where they cannot be overheard.

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 – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- 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 – SLT
- Monitoring the effectiveness of remote learning – reviewing work set by teachers weekly.
- Monitoring work set and monitoring email correspondence between parents and teachers
- Monitoring the security of remote learning systems, including data protection and safeguarding

2.5 Designated safeguarding lead

The DSL and DDSL are responsible for:

- Maintaining contact, collating, passing on information and responding to any concerns.

See the COVID-19 amendments to the Child Protection Policy

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, Amber Badley via Lesley Hockin for Clyst St Mary and Lyn Flack at Stoke Canon
- Assisting pupils and parents with accessing the internet or devices

2.7 Pupils and parents

Staff can expect pupils to:

- Be contactable during the hours of the school day 9am – 3pm – although they may not always be in front of a device the entire time
- Seek help if they need it, from teachers or teaching assistants
- Complete work to the deadline set by teachers
- Alert teachers if they're not able to complete work
- Staff can expect parents to:
- Seek help from the school if they need it and use the website for additional help under home learning
- 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/SENCO/SLT
- Issues with behaviour – talk to the SLT or SENCO
- Issues with IT – talk to IT staff
- Issues with their own workload or wellbeing – talk to a member of the SLT
- Concerns about data protection – talk to the data protection link officer (Lesley Hockin at Clyst St Mary and Lyn Flack at Stoke Canon)
- Concerns about safeguarding – talk to the DSL or DDSL

4. Data protection

4.1 Accessing personal data

When accessing personal data, all staff members will:

- Have access to CPOMS to record any parent contact or concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party.
- Teachers are able to access parent contact details via CPOMS using a secure password. Do not share any details with third parties and ensure it is logged off
- SLT have the ability to locate personal details of families when required through securely accessing SIMs or CPOMs
- School laptops or Chromebooks are the school's preferred devices to be used when accessing any personal information on pupils.

4.2 Sharing personal data

- Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Staff will be reminded to share as little data as possible

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

4.1 Accessing personal data

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

Access the data through Google Cloud storage, SIMs or CPOMs

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. If this is being collected for a new online activity/resource permission will be needed

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 if you are not using the Google Drive– 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

The school will follow the current safeguarding policy and most recent COVID appendix

6. Monitoring arrangements

This policy will be reviewed every six months. At every review, it will be approved by the Teaching and Learning Committee

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