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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

2.1 Teachers

When providing remote learning, teachers must be available between 8.30am and 4pm.

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
 - ✓ Teachers will provide work for their class through the online platform google classroom. Work will be available 48 hours after being notified of a child self-isolating. In the event of bubble closure or school closure, work will be available the following working day.
 - ✓ When setting work, teachers will consider the needs of groups of children and any children with SEND
 - ✓ Teachers may be called upon to help provide work for classes other than their own when there is absence. Teachers will also share out responsibilities when some teachers are teaching in school and some are teaching remotely. This will be co-ordinated by the Deputy Headteacher.
 - ✓ For early years and years 1 to 6 the lessons provided on google classroom will reflect the in-school timetable.
 - ✓ For years 1 to 6 lessons may include:
 - Mathematics
 - Writing
 - Phonics or spelling
 - Science
 - Geography or history
 - Art or design and technology
 - PHSE
 - Religious education
 - PE

- ✓ For the EYFS the lessons will include:

Phonics
Mathematics
Literacy
All other areas of learning

- ✓ The lesson and task for each subject should take the children about 45 minutes.
- ✓ Children will be able to access their daily scheduled lessons/tasks from 8am until 5.30pm.
- ✓ For recorded lessons, teachers will ensure that there is no background noise and they are teaching against a plain background.

➤ Providing feedback on work

- ✓ Children should submit their work as soon as they have completed it.
- ✓ If a piece of work is submitted before 1.30pm, teachers will return the work back to pupils the same day.
- ✓ If a piece of work is submitted after 1.30pm, the teacher will return the work back to pupils before 12pm the following day.
- ✓ All work will be acknowledged marked. Children will receive focus marking in English once a week.

➤ Keeping in touch with pupils who are not in school and their parents

- ✓ Teachers will call each pupil and their parents/carers once per week to check in. Teachers can use their personal mobiles to do this but must hide their number.
- ✓ Parents have been provided with teacher's google email. This is to be used during any periods where children must self-isolate, bubbles isolate or the school closes. Teachers should not answer emails or comments outside of their working hours.
- ✓ Teachers will complete an engagement record on Google Sheets every day. This will be a record of any interaction or comments made by students on the class stream. It will also detail whether children have submitted their work.
- ✓ Comments for pupils on Google Classroom should remain off after from 4pm until 8.30am the following morning.
- ✓ If a student fails to complete work for two consecutive days, the class teacher will call home.
- ✓ Any complaints or issues should be referred to the Headteacher (Anne Stonell) or Deputy Headteacher (Karen Collins).
- ✓ For any safeguarding concerns, please see the section below.

➤ Attending virtual meetings with staff, parents, and pupils

- ✓ Staff are expected to follow the expectations set out in the Staff Dress code policy
- ✓ Any virtual meetings between staff and parents will take place on google meet. Both parties must ensure that that they are in an area with no background noise and they have a plain background on the screen.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9.00 am and 3.15pm. (*Hay grade 5 teaching assistants will consult with the Headteacher about when to make up their additional time*).

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 assisting with remote learning, teaching assistants are responsible for:

➤ Supporting pupils who are not in school with learning remotely

- ✓ Teaching assistants will virtually support children who are not able to access the curriculum in their current year group. Children will be allocated a 30 minute session per day. This will take place on google meet. The Senco may also identify other children on the SEND register who would benefit from

a teaching assistant supported session. (There will always be two teaching assistants in every virtual session)

- ✓ The SENCO will organise and hold feedback meetings with the teaching assistants to understand the impact of support being offered.
- Attending virtual meetings with staff, parents and pupils
 - ✓ Staff are expected to follow the expectations set out in the Staff Dress Code policy.
 - ✓ Parents and pupils must be fully dressed for any virtual meeting and be wearing daytime clothes.
 - ✓ Both parties must ensure that they are in an area with no background noise and they have a plain background on the screen.
- Providing feedback on work
 - ✓ Teaching assistants will be allocated some work on google classroom to provide feedback on.

Teaching assistants will not be able to carry out all the above duties if they are in school. These will be shared amongst those working from home and this will be co-ordinated by the Deputy Headteacher and Senco.

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 and providing feedback to senior leaders.
- Alerting teachers to resources they can use to teach their subject remotely

2.4 Senior leaders

Senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school. This will be led by Karen Collins (Deputy Headteacher)
- Monitoring the effectiveness of remote learning. This will be done through regular meetings with phase leaders, subject leaders, and class teachers. Senior leaders will also be involved in reviewing work set and will reach 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:

Children and online safety away from school

It is important that all staff members who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per our Safeguarding (Child Protection) Policy and where appropriate referrals should still be made to Southwark [MASH](#) (or its equivalent in another LA if the child resides in a different LA) and/or the police immediately.

Online teaching should follow the same principles as set out in our school's code of conduct. We will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- No one to one sessions, teach in groups only
- Teachers should be in a neutral area where nothing personal or inappropriate can be seen or heard in the background.
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.

- The live class should be recorded and backed up elsewhere, so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day
- Language must be professional and appropriate, including any family members in the background
- Schools should risk assess the use of live learning using webcams
- Data Controllers need to reassure themselves that any teaching/learning software and/or platforms are suitable for the age groups and raise no privacy issues; or use cases against the providers terms and conditions (for example, no business use of consumer products).

2.6 IT staff

The school's IT consultant is responsible for:

- Fixing issues with google classroom.
- Helping staff and parents 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
- Assisting pupils and parents with accessing the internet or devices

2.7 SENCOs

The Senco is responsible for:

- ✓ Supporting teachers with the provision for children with special needs in their class.
- ✓ Co-ordinating the teaching assistants to support children working below their year group curriculum.
- ✓ Working with the school's SALT to make provision for children on google classroom.
- ✓ Monitoring the work set for children, proving feedback to senior leaders and support to teachers.
- ✓ Working with other external agencies (e.g Educational Psychologist) to ensure that the provision meets the children's needs.

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants by sending a private comment.
- Alert teachers if they are unable to complete work
- Comment on their class stream regularly and when asked to.

Staff can expect parents with children learning remotely to:

- Be available for their weekly phone call with their child's class teacher.
- Make the school aware if their child is sick or otherwise cannot complete work
- Support their child with their learning at home and ensure it is submitted.
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

2.8 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 parents have any questions or concerns about remote learning, they should contact their child's class teacher or call the school office. The school office will alert the relevant staff member to contact the parent if necessary.

4. Data protection

4.1 Accessing personal data

- All staff are encouraged to use the school devices unless there is a good reason not to
- Teaching staff will be able to access the school's internal network shared data via Cisco Secure VPN using a school laptop provided
- Support staff will access Google services –Google Classroom, Google drive via a cloud ready laptop provided

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

- Access class register information using Scholarpack
- Access planning and subject folders via Google Drive

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as parental 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
- 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

Townsend Primary School has a safeguarding policy September 2020 with a Covid-19 addendum.

6. Monitoring arrangements

This policy will be reviewed at the end of every term during the academic year 2020 – 2021 by Karen Collins (Deputy Headteacher). At every review, it will be approved by the chair of governors, Norma McCance.

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
- Dress code for staff