



LEAGRAVE PRIMARY SCHOOL

Striving for Excellence, Learning for Life

Remote Learning Policy

Ratified by Governors

Date: December 2020

Document Status	
Author	V. James
Date of Origin	2020
Revised	-
Version	2
Review requirements	Every 3 years
Date of next Review	October 2025
Approval Body	Governing Body
Publication	School Website/ Staff Pack

This Policy must be reviewed annually.

STATUTORY

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations

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 - 3:00pm.

The teaching timetable is as follows:

Nursery and EYFS		KS1 / KS2	
9:00am – 9:30am	Story time	9:00am – 10:00am	English
9:30am -10:00am	Phonics fun	10:00am – 11:00am	Maths
10:00am – 10:30am	Break	11:00am – 11:30am	Break
10:30am – 11:00am	Counting	11:30am – 12:00pm	Spelling
11:00am – 12:00pm	Theme teaching	12:00pm – 1:00pm	Lunch
12:00pm – 1:00pm	Lunch	1:00pm – 2:00pm	Reading (Year 6 to do Arithmetic instead of Reading)
1:00pm – 3:00pm	Complete independent activities	2:00pm – 3:00pm	Complete independent activities

If teachers are isolating, but are well, they must continue to teach to the above timetable.

If teachers are unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

Responsibilities:

- Setting work for their class/year group
- Where possible, it is our ambition to teach live English and Maths lessons using Google Classroom and set work for other subjects that would encompass a regular school day
- Upload the work (if not live) the previous evening
- Year groups will have prepared two weeks planning available in advance. This is in the event of a Covid case for a member of staff
- Teachers will respond to work and give feedback daily

- Teachers should set clear differentiated work, paying particular attention to those with SEND
- If individual children are in isolation, then a wellbeing call will be made from the office team
- Inappropriate behaviour will be addressed through normal school procedures
- Teachers are not expected to answer emails outside of working hours
- Teachers should work from a quiet area with minimal interruptions
- Staff are expected to follow the school dress code
- Incomplete work and failure to attend Google Meet lessons will result in a call from the attendance officer. Teachers will email details of non-attendance at sessions for follow up phone calls
- Continuation of this will involve phase leaders and then SLT

2.2 Subject Leads

Alongside their teaching responsibilities, subject leads are responsible for:

- 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 to ensure for high expectations, through regular meetings with teachers, or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

2.3 Remote Learning Lead

Mrs V James is responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations, alongside the DSL

2.4 Designated Safeguarding Lead

The DSL is responsible for:

- E-Safety messages to parents and pupils
- Follow up on reported safeguarding concerns by staff, parents or pupils

2.5 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 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

2.6 Pupils and Parents

Staff can expect pupils learning remotely to:

- Attend remote learning sessions every day
- 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 via Google Classroom
- Alert teachers if they are not able to complete work
- Behave in line with the school Behaviour Policy
- Follow E-Safety expectations

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 when emailing staff. If parents have any questions or concerns they should contact the school on parents@leagraveprimary.co.uk

2.7 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. Points of contact should issues arise

If staff have any questions or concerns about remote learning, they should contact the following individuals. Here are some suggested issues and the most likely points of contact:

- Issues in setting work – talk to the relevant subject lead or SENCO

- Issues with behaviour – talk to the relevant phase leader or Behaviour Lead - Mrs V James
- Issues with IT – talk to Mr R Nadesan
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer, Mrs L Brooks
- Concerns about safeguarding – talk to the Designated Safeguarding Lead, Mrs D Bastin

4. Data protection

4.1 Accessing personal data

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

- Use cloud based services which are protected by the server
- Use school devices to access the data and Google Classrooms

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 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.

Refer to the GDPR school policy.

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 the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Not installing additional antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates
- If devices are lost or stolen, then a member of SLT must be informed immediately
- External personal hard drives are not to be used on school devices

5. Safeguarding

Refer to, read and apply the Safeguarding policy available in your black folders.

In the first instance, refer to the Designated Safeguarding Lead via a telephone call, ensuring that an electronic referral form is then completed and emailed promptly.

6. Monitoring arrangements

This policy will be reviewed annually by Mrs V James. At every review, it will be approved by the full governing board/committee.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy
- Home-school agreement
- ICT and internet acceptable use policy
- E- Safety policy
- Return and Recovery Risk Assessment for Covid-19
- SEND policy
- Teaching and Learning policy