Stillness Junior School

Remote Learning Policy

Date of Policy:	November 2020	Approved By:
Renewal Date:	November 2021	Teaching & Learning

1. Aims

This Remote Learning Policy aims to:
- Ensure consistency in the school's approach to remote learning
- 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

Teachers must be available between 9am and 3pm during term time. 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 ensure that arrangements have been made with Year Group Leaders (YGL) or LT to ensure work is completed.

Teachers are responsible for:

> Setting work:
> - o Creating a weekly timetable of work for their year group in liaison with YGL. This must include subjects from across the curriculum. This should include daily Maths and English activities and weekly Topic, Science, Music and Art.
> - o Teachers will provide live check-ins via Zoom or Google Meets to go through the activities for the day. The link to the check-ins will be available on Google Classroom. The check-ins will be at 9:00 am, 10:30 am and 1:00 pm.

> Providing feedback on work:
> - o Pupils should load completed work on to Google Classroom for their teachers to review.
> - o Teachers will respond to Maths daily, English twice per week and either Topic or Science once per week. Music and Art will be fed back on fortnightly.
> - o Teachers can email back feedback if required
> - o Teachers should respond to any emails from parents/children within 2 working days
> - o Teachers are to send examples of excellent work to the office to be displayed on the Gallery section of the website and included in newsletters.

> Keeping in touch with pupils and parents:
> - o Emails received in the year group inbox from parents and pupils will be checked between 9am and 3pm, Mon - Fri during term time and replies will be sent between these times. Any of the year group team may respond to year group enquiries, it does not have to be a specific class teacher.
>   Staff aim to respond to emails within 2 working days.
> - o Any issues that are received will be dealt with professionally by the class teacher. If necessary, teachers will contact the YGL or member of LT for advice.
> - o Contact should be polite and encouraging. Teachers must not give out any personal details. Any concerns will be forwarded to a member of LT who may choose to contact the parents directly.
> - o Remote learning is in response to exceptional circumstances, and we would encourage parents and carers to support pupils to complete their work. We believe our parents and our pupils will be doing their best. While staff at school will be monitoring children's engagement with remote learning there will be no sanction as a result of work not being completed.

2.2 Teaching assistants
Teaching assistants must be available between 9am – 3pm, Mon to Fri during term time. During this time they are expected to check work emails and be available when called upon to attend school. HLTA/TAs are to attempt to make contact with all families in their class every week via telephone call when in school or from a withheld number. Contact details can be accessed from Scholar Pack, please ensure you log off and do not share information with a third party. Record all contacts with parents on Scholar Pack in the notes section and add any relevant actions. Example comment 'Telephoned Mum offered support during home learning and I spoke with child who is getting on well. No concerns'. Any safeguarding concerns log onto My Concern.

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.

2.3 Subject co-ordinators
Alongside their teaching responsibilities, as outlined above, subject co-ordinators are responsible for:
- Monitoring the work set by teachers in their subject – Review work set weekly on the website
- Review your current subject in the light of home learning.
- Evaluate what changes will need to be made when school reopens.

2.4 Senior leaders
Alongside any teaching responsibilities, senior leaders are responsible for:
- Co-ordinating the remote learning approach across the school – LT
- Monitoring the effectiveness of remote learning – reviewing work set by teachers weekly, monitoring email correspondence between parents and teachers
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead
The DSL is responsible for:
- Maintaining contact, collating, passing on information and responding to any concerns.

2.6 Deku Solution
IT staff are responsible for:
- Fixing issues with systems used to set and collect work
- Helping staff with any technical issues they're experiencing
- Reviewing the security of systems and flagging any data protection breaches to the data protection officer

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
- Alert teachers if they're not able to complete work

Staff can expect parents to:

- Seek help from the school if they need it – staff should refer parents to the 'Covid' section on our website and the Google Classroom video guide section which contains instructional videos on all aspects of Google Classroom
- Be respectful when making any issues 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 systems are appropriately secure, for both data protection and safeguarding reasons

3. Who to contact
If staff have any questions or concerns, they should contact the following individuals:
- Issues in setting work – talk to the relevant subject lead/SENDCO/LT
- Issues with behaviour – talk to the SENDCO/LT
- Issues with IT – talk to IT co-ordinator who can contact Deku for support if needed
- Issues with their own workload or wellbeing – talk to their line manager or Mental Health First Aider
- Concerns about data protection – talk to the data protection officer (School Business Manager)
- Concerns about safeguarding – talk to the DSLs

All staff can be contacted via the school email addresses

4. Data protection
4.1 Accessing personal data
When accessing personal data, all staff members will:
- All staff have access to My Concern to record any 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 Scholar Pack using a secure password. Do not share any details with third parties and ensure Scholar Pack is logged off.
- LT have the ability to locate personal details of families when required through securely accessing Scholar Pack.

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. 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.

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 updates
- Keeping operating systems up to date – always install the latest updates

5. Safeguarding
Please see the following for updates concerning safeguarding in relation to home learning.

COVID-19 amendments to the Child Protection Policy this also details reference to remote learning curriculum and risks online.

This policy is available on our website.

6. Monitoring arrangements
This policy will be reviewed as and when updates to home learning are provided by the government

7. Links with other policies
This policy is linked to our:
- Behaviour Policy
- Safeguarding Policy
- Data Protection Policy and privacy notices
- E-Safety Policy