

Remote learning policy

FULMER INFANT SCHOOL



Approved by:

Date:

Last reviewed on:

Next review due by:

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1. Aims

This remote learning policy for staff 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

Teachers have a responsibility to provide remote learning for pupils the first full day they are unable to attend school due to COVID-19. It is a legal duty for schools to provide remote learning for pupils who are unable to attend school due to Covid-19, this does not apply to pupils who are absent for other reasons. If a child is able to attend school and has not been told to remain at home, they have no legal right to remote learning.

Teachers must provide a remote curriculum expected to be the equivalent length of a normal timetable, reflect the ambitions of the school curriculum and include a range of subjects each day.

Children with Special Educational Needs, Pupil Premium children, Children on the 'catch up programme' and Gifted and Talented children will receive reviews of their support plans when necessary via a telephone call or ZOOM.

All children will have daily contact with the school via telephone or ZOOM.

2.1 Teachers

Teachers must be available between 09:00 and 15:00. 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.

Teachers are responsible for:

- Setting the work
- Giving feedback to the children either on the email platform telephone or ZOOM
- Uploading the work onto the website or providing hard copies for those parents who do not have access to the web
- Checking the email platform to answer any questions
- Contacting their pupils daily either by phone or ZOOM to check on their welfare and report any concerns to the Co-Headteachers
- Teachers should not answer any communications with parents after 15:30pm
- Teachers to talk with parents if they have concerns about work not being completed or not completed to the teachers' expectations
- If a teacher communicates with a child via ZOOM the teacher must be appropriately dressed, avoid any distracting background noise with nothing inappropriate in the background

2.2 Teaching assistants

Teaching assistants must be available between 09:00 – 15:00. 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.

Teaching assistants are responsible for:

- Supporting the teacher in any manageable, appropriate manner

2.3 Subject leads

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Monitoring the 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

2.4 Designated safeguarding leads and Deputy safeguarding leads

The DSL is responsible for the welfare of the children and must follow the school's procedures if anyone reports any concerns

2.5 Computing staff

Computing 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
- Assisting pupils and parents with accessing the internet or devices

2.7 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
- 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:

- 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

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. Data protection

4.1 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.

4.2 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. Safeguarding

Staff to follow the updated child protection policy to reflect the current situation which is on the website..

5. Monitoring arrangements

This policy will be reviewed annually or more frequently if necessary by Cathy Hunt and Tracey Dowsing the Co-Headteachers. At every review, it will be approved by Sue Kirby, the Chair of Governors.

6. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy and Covid-10 risk assessment.
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy