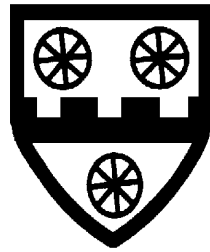# Remote learning policy

Ash Cartwright and Kelsey (Aided) School

Vision Statement

Our Christian vision guides our journey to provide a rich, well-rounded education enabling all to become the very best that God intended. We treat adults and pupils with love and dignity in a space where Christian values are developed and everyone can flourish.

Friendship   Joy   Community   Forgiveness   Perseverance
Creation

This set of values is reflected in all our policies

Approved by: FGB		**Date:** December 2024
Last reviewed on:	December 2024	
Next review due by:	December 2025	

Contents

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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 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

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 8.30 and 3.30pm

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 providing remote learning, teachers are responsible for:

> Setting work:

- Teachers should plan a broad and balanced curriculum based on their normal class topic and make this available on the school website

- Oak Academy should be used where appropriate

- White Rose should be used for maths incorporating the maths videos (include prodigy maths and times table RockStars)

- Phonics sheets will be sent home for EYFS

- Teachers need to provide daily maths and English and topic work based on their usual medium tem plans

- Science work to be based on the new Kent Scheme

- Weekly RE learning needs to be included based on the Diocese scheme of work

- This work needs to be set by the Thursday of the previous week

- Work should be uploaded to the school website before 8.30 on the Monday.

- Key pieces of learning will be included in books to track coverage

- Reading books will be changed weekly via the school office

- Accelerated reader quizzes will continue for years 2-6

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> Providing feedback on work:

  o   Sports challenges can be uploaded to the school facebook page (in the event of a whole school closure) and must also be included in weekly planning

  o   Work can be emailed to the class teacher using their 365 email to obtain feedback

  o   Printed work packs can be returned to school for marking/feedback

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

  o   A phonecall home will take place after week one

  o   There will be weekly zoom catch up sessions to introduce new learning (1 per class) and a whole class catch up per week ie a weekly quiz on learning/news/Star of the Week etc.

  o   Short individual 1:1 sessions will be offered for brief catch up/feedback if required

  o   Teachers will not answer emails outside of working hours

  o   Any complaints or concerns are to be shared with a member of SLT

  o   A member of SLT will contact parents of any pupil who is refusing to complete work

> Attending virtual meetings with staff, parents and pupils:

  o   Staff are to wear appropriate casual clothes

  o   Locations – avoid areas with background noise – ensure that the home background is appropriate for a virtual meeting

  o   Teachers will not stream live lessons from home due to safeguarding and childcare issues. The school will take a consistent whole school approach to remote learning.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.45 and 3.15pm

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 who aren't in school with learning remotely:

  o   Contacting any pupils/families they support on a HNF basis

  o   Discuss home learning and next steps

  o   Completing any relevant online training as guided by the HT or SENCo

  o   Ringing individuals to provide support for home learning

> Attending virtual meetings with teachers, parents and pupils:

  o   Wear appropriate casual clothing

  o   Locations – avoid areas with background noise – ensure that the home background is appropriate for a virtual meeting

  o   Covering classes to ensure that teachers can plan for home learning (in the event of a national lockdown) and allow time for teachers to respond to home learning

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

> Monitoring the effectiveness of remote learning – through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents

> Monitoring the security of remote learning systems, including data protection and safeguarding considerations

> Conducting home visits to families where there are any concerns

2.5 Designated safeguarding lead

The DSL is responsible for:

Implementation and continuation of the Child Protection Policy – this includes attending any virtual meetings as necessary

> Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

> Ensuring vulnerable children attend school during a national lockdown

> Assisting pupils and parents with accessing the internet or devices

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

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

Staff can expect parents with children learning remotely 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 – if you know of any resources staff should point parents towards if they're struggling, include those here

> 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 well-being is considered during remote learning

> 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 or SENCO

> Issues with behaviour – talk to a member of SLT

> Issues with IT – talk to IT lead (Owen Brett)

> Issues with their own workload or wellbeing – talk to the HT

> Concerns about data protection – talk to the data protection officer (Owen Brett)

> Concerns about safeguarding – talk to the DSL (Fiona Crascall)

4. Data protection

4.1 Accessing personal data

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

> Contact the office manager to obtain contact details of parents/carers

> Only contact parents through their data sheet email addresses

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.

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

5. Safeguarding

The new child protection policy is available on the school website

6. Monitoring arrangements

This policy will be reviewed annually by Fiona Crascall (HT). At every review, it will be approved by the FGB

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

> ICT and internet acceptable use policy

> Online safety policy