

# Remote Learning Policy

Cannon Park Primary School



<b>Approved by:</b>	Tom Ray	<b>Date:</b> October 2020
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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

Teachers must be available between 8.40 am and 3.45 pm. 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 8 am and 3.30pm on the designated absence numbers. If it affects the completion of any work required ensure that arrangements have been made with SLT to ensure work is completed

When providing remote learning, teachers are responsible for:

- Setting learning:
    - Teachers to upload five mathematics learning challenges each week with relevant links to Oak Classroom or BBC Bitesize to support children
    - Teachers to upload five English learning challenges each week with relevant links to Oak Classroom or BBC Bitesize to support children
    - Teachers to upload daily learning challenge linked to the current in-school curriculum
    - All learning resources should be uploaded to Google Classroom (Years 1 to 6) or Tapestry (Reception)
    - Inform HT/DHT if there are any reasons why the above learning cannot be uploaded
  - Providing feedback on learning:
    - Children should upload any learning to Google Classroom/Tapestry to enable teachers to comment on the learning to provide 1:1 feedback within two working hours (9am – 3:30pm) of the learning being uploaded.
  - Keeping in touch with pupils and parents:
    - Emails received in the year group email from parents and pupils are to be checked between 9am and 3.30pm, Mon- Fri. Emails will be replied to within 48hrs where possible. Replies will be sent between these times.
    - Any issues that are received are to be dealt with professionally by the class teacher and the Headteacher/DHT should be BCC'd in the communication. If necessary, teachers to contact the HT/DHT for advice (see emailing tips and strategies in the appendix)
    - Teachers are to attempt to make contact with all pupils in their class every 2 weeks via a telephone call when in school or from a withheld number. Record all contacts with parents on CPOMs and add any relevant
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actions. Example CPOMS comment 'Telephoned Mum offered support during home learning and I spoke with the child who is getting on well. No concerns.' Alert DSL if there is a safeguarding concern.

- Contact should be polite and encouraging. Teachers must adhere to the GDPR policy and not give out any personal details. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly. There is no expectation from school that work must be completed at this time. We believe our parents will be doing their best.
- Attending virtual meetings with staff, parents and pupils:
- At present, we access virtual meetings as and when required, for example, Core Meetings.
- Dress Code – it is important when attending meetings staff follow the Code of Conduct
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

If teachers will also be working in school while some of their class is isolating at home, HT/DHT will monitor Tapestry/Google Classroom and provide feedback as well as monitoring class email and making phone calls home. Setting learning will remain the responsibility of the teacher.

## 2.2 Teaching assistants

Teaching assistants must be available between 8.30am – 3.45pm, Mon to Fri. During this time, they are expected to check work emails and be available when called upon to attend school. 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.

Teaching assistants are responsible for:

- Supporting pupils with learning remotely:
  - When requested by the SENCO, Year Teacher, SLT
  - Attending virtual meetings with teachers, parents and pupils:
  - At present, we access virtual meetings as and when required, for example, Core Meetings.
  - Dress Code – it is important when attending meetings staff follow the Code of Conduct
  - Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

If teaching assistants will also be working in school while some of their class is isolating at home, HT/DHT will monitor Tapestry/Google Classroom and provide feedback as well as monitoring class email and making phone calls home.

**Learning Mentor responsible for:**

- Attending virtual meetings for vulnerable children, core meetings, outside agents etc
- Checking the wellbeing of children – emailing/phoning to ensure the wellbeing of vulnerable children.

## 2.3 Subject leads

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

- Monitoring the work set by teachers in their subject – Review work set weekly on Google Classroom
- Review your current subject in light of home learning during the summer term. Evaluate what changes will need to be made in September ready for creating a subject action plan.
- 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
- 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:

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- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning – reviewing learning set by teachers weekly, monitoring the learning, 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.  
See the COVID-19 amendments to the Child Protection Policy

## 2.6 IT staff

IT staff are responsible for:

- Creating emails if needed
- 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 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 learning remotely to:

- 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 or teaching assistants
- Alert teachers if they are 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
- 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 staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting work – relevant subject lead, SENCO, DHT
- Issues with behaviour – SLT
- Issues with IT – J.Young, C. Wood
- Issues with their workload or wellbeing – SLT
- Concerns about data protection – data protection officer – C.Wood

- Concerns about safeguarding – DSL – V. MacDonald, T.Ray, T.Smith

## 4. Data protection

### 4.1 Accessing personal data

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

- All staff have access to CPOMS to record any parent contact or 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 Admin Officer/SBM. Do not share any details with third parties.
- SLT have the ability to locate personal details of families when required through securely accessing SIMs.
- SLT are not to share their access permissions with other members of staff.
- School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

### 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses or phone numbers 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.

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

These tips are based on our article on the [GDPR and remote learning](#). Add your own rules if you have additional security measures in place or delete any that you've already put in place in the devices you've provided for staff.

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

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 by HT/DHT. At every review, it will be approved by Mrs V. MacDonald (Headteacher) and SLT.

## 7. Links with other policies

This policy is linked to our:

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- 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