Radcliffe Hall

CE/Methodist Primary School

REMOTE LEARNING POLICY

Policy Review: ***This policy will be reviewed on an annual basis.***	
Date of Issue: ***January 2022***	Date of Last Review: ***January 2024***
To be Reviewed: ***January 2025***	

Signed:	Elizabeth McCook Headteacher	Signed:	Chair of Local Academy Committee
Date:	January 2024	Date:	January 2024

Let all that you do be done in love.

Demonstrating love, friendship, compassion, community, trust and forgiveness in all we do. **Do all the good you can…..**

Love ***Friendship*** ***Compassion*** ***Community*** ***Trust*** ***Forgiveness***

Contents

1. Aims 2
2. Roles and Responsibilities 2 2
3. Who to Contact 4
4. Data Protection 4
5. Safeguarding 5
6. Links to Other Policies 5

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

Remote learning will be used in the case of whole school closures and 'bubble' closures as outlined in the government guidance.

2. ROLES AND RESPONSIBILITIES

2.1 Teachers

When providing remote learning, teachers must be available between 8:30am-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 using online tools such as Class Dojo, Spelling Shed or TT Rockstars:
  - Teachers must set work for their class if/when the bubble closes.
  - Teachers must provide the following activities:
    - Daily reading (20 minutes)
    - Daily maths (20 minutes)
    - Daily GPS (20 minutes)
    - Daily Phonics or H/F spelling words
    - 2 daily projects linked to foundation curriculum KSV charts (limitless time) ○ Work needs to be set before 9:00am on the day it is being delivered.
  - All work should be set and received using Class Dojo
  - Communication between colleagues should happen daily to ensure constancy across the Key Stage teams.
  - Communicate IT issues with Computeam support.

- Providing feedback on work:
  - Feedback of work must be done through Class Dojo and can be either a verbal recording or written response.
  - Feedback of work should be provided within 1 day of the work being submitted

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

- Make contact daily between 8:30am and 3:30pm using Class Dojo. ○ There is no expectation to carry out communications outside of the teachers' working hours. ○ If complaints or concerns are received, these should be forwarded to a senior leader.
- Failure to complete work should be discussed with parents/carers in the first instance and then discussed with senior leaders if it continues.

> Attending virtual meetings with staff, parents and pupils:

- If staff are working from home, they will be required to attend meetings virtually in line with their contractual directed time.
- Should a staff member require support with the use of technology, it is their responsibility to seek this support in school and Senior Leaders will ensure that support is given promptly.

2.2 Teaching Assistants

When assisting with remote learning, teaching assistants must be available between 8:30am-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 assisting with remote learning, teaching assistants are responsible for:

> Creating knowledge organisers and ideas for what to include in these.
> Create bespoke home learning packs for SEN / EAL learners.
> Support with provision of feedback through Class Dojo.
> Attending virtual meetings with teachers, parents and pupils. Supporting teachers with resources.

2.3 Subject Leaders

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.

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 by using parent/student voice and monitoring any assessment data throughout the year

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

2.5 Designated Safeguarding Lead

The DSL is responsible for:

- Always being contactable during the school working day.
- Dealing with safeguarding concerns and issues.
- Providing advice and support to staff.
- Leasing with the Local Authority and a range of other agencies involved with safeguarding issues.

2.6 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 by emailing the school office or making contact directly with the teacher through Class Dojo.
- Monitor their child/children to ensure they're using the internet in a safe and respectable manner.
- If a child is unable to access their learning, they should contact school as soon as possible and alternative provisions may be made. This will be dealt with on a case-by-case basis.

3. WHO TO CONTACT

If staff have any questions or concerns about remote learning, they should contact:

- Issues in setting work – talk to the relevant subject lead or SENCO (C. Garvery).
- Issues with behaviour – talk to the relevant Key Stage Lead
- Issues with IT – talk to Computeam.
- Issues with their own workload or wellbeing – talk to their line manager. Concerns about safeguarding – talk to the DSL (E. Cook)

4. DATA PROTECTION

4.1 Accessing personal data

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

- Access data through Arbor, Class Dojo, TT Rockstars and Spelling Shed.
- Save any information directly to the programmes above or on the school SharePoint page.
- Not share and personal data from within the school with any other third-party application.

4.2 Processing Personal Data

Staff members may need to collect and/or share personal data such as email addresses, full names and 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. 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

Any safeguarding concerns must be reported to the Designated Safeguarding Lead (Mrs E Cook) or Deputy Safeguarding Lead (Mrs M Cuthbert) in line with the school policy which can be found at https://www.radcliffehallschool.co.uk/key-information/safeguarding/

6. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding Policy
- Data protection policy and privacy notices
- Home-school Agreement
- Acceptable Use Agreement
- Online Safety Policy