

# Remote Education Policy



At St Margaret's Church of England Junior School we believe everyone has the right to feel safe, secure, happy and healthy within a positive learning environment, including an online learning environment. Everyone should be respected as an individual and feel able to contribute to life in the school community. The implementation of this policy is the responsibility of the staff, children, parents/carers, governors and the wider community.

## **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**

Our remote learning is via Teams on Office 365.

Pupils will have individual log-ins and passwords to access a live chat platform and to view their assignments. They will also upload their assignments on which teachers will give feedback.

The IT lead and IT company will work closely with the SLT in order to ensure that TEAMS is designed for the safety and protection of our pupils.

### **2.1 Teachers**

When providing remote learning, teachers must be available between 9.00 and 4.00pm in order to respond to the pupils' "Live Chat" and give feedback to any assignments uploaded..

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. Being part of a three-form entry school, we will endeavour to ensure that another teacher from that Year Group will respond to the pupils.

When providing remote learning, teachers are responsible for:

- Classteachers will provide 4 hours of learning each day.
- Reading, writing and Maths will be planned and uploaded daily.
- Science, Topic, Understanding religion and PSHE assignments will be set once per week.
- The work will be uploaded at 6.30pm the night before in order to give parents/carers preparation time.
- The work will have a deadline of 4.00pm. However, pupils will still be able to upload work after this time. We will be flexible for the families.
- Work will be clear on the class pages.
- Other activities will be posted on the website with other useful links.

- The Leadership team will work together to ensure that there is consistency across the school for remote learning.

Providing feedback on work:

- Once the pupils have completed their work, they must upload it to enable the teachers to give feedback via TEAMS.
- If pupils have uploaded their work before the 4.00pm deadline, teachers will give feedback as soon as they have marked it. This feedback will be uploaded and the pupils will be able to access this through their log-ins.

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

- Teachers will keep a record of the pupils who are not accessing their remote learning and send these to SLT.
- SLT will cross-reference the pupils who are attending school and those whom have received a work pack.
- SLT will ensure that telephone calls are made to the families who are not accessing any learning at all.
- Any queries and initial complaints should be sent to the office email address and sent to the appropriate teacher. The teacher will liaise with their Head of Year to word a response. In the absence of the Head of Year, they will liaise with SLT.
- Any teachers who are working remotely will be expected to cover the online learning for the teacher who is teaching in school (as per rota).

## **2.2 Teaching assistants**

A rota will be in place for Teaching Assistants as well as teachers.

When in school they will be expected to complete the following:

- support face to face learning
- administration tasks for example – coding reading books
- carry out First Aid duties

When working from home, they will complete:

- On line courses linked to Children's mental health
- Complete online courses linked to their intervention groups
- Research and complete any online courses which link to their specific role/year group

## **2.3 Subject leads**

Alongside their teaching responsibilities, subject leads are responsible for:

- Following the curriculum audit, consider whether any aspects of the subject curriculum need to change to accommodate remote learning

- Work with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Work 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 will do this, 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 with the IT lead and IT technician
- Monitor the effectiveness of remote learning – through feedback from the whole school community (staff, pupils and parents)
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- SENDCo to liaise with teachers to ensure that differentiated work is available (including paper packs if needed)
- SENDCo to liaise with staff and outside agencies to ensure that programmes/interventions are home-friendly
- Regular use of dedicated email box and telephone communication for parental support
- Ensuring that there are either devices or paper copies available for pupils with no access to the internet

## **2.5 Designated safeguarding lead**

The Safeguarding Team is responsible for:

- The safety and welfare of the entire School Community (Safeguarding Policy is available on website.)
- To attend any virtual meetings with outside agencies including social workers for the benefit of our families
- To organise meetings with outside agencies if required (for the benefit of our families)
- To complete any paperwork for our families to send to outside agencies

## **2.6 IT staff**

IT 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 remote learning 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
- Alert teachers if they're not able to complete work
- Remember to take a break from the screen for time to time (reports are saying 5 minutes every 2 hours)

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 – talk to the relevant Phase Leader

Issues with behaviour – talk to the relevant Phase Leader

Issues with IT – talk to IT staff

Issues with their own workload or wellbeing – talk to SLT

Concerns about data protection – talk to the Data Protection Officer

Concerns about safeguarding – talk to the DSL

Concerns with differentiation – talk to the Inclusion Manager

## **4. Data protection**

### **4.1 Accessing personal data**

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

Transfer and store data via One Drive

Use school devices when possible.

Follow existing procedures regarding conduct and reporting

### **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**

Please see the School's website for the Safeguarding Policy

## **6. Monitoring arrangements**

This policy will be reviewed every two years by the Headteacher. It will be approved by the Local Governing Body initially.

Please note, during partial/full school closure or lockdown, SLT have the right to review the amount of work uploaded and the deadlines for these more frequently, following discussions with staff and feedback from parents/carers.

## **7. Links with other policies**

This policy is linked to our:

- Behaviour and Exclusions policy
- Safeguarding 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