John Perry Primary School

Reaching Our Goals Together

Remote Learning Policy

Approved by:	Awaiting Ratification	**Date:** April 2020
Last reviewed on:	April 2020	
Next review due by:	April 2022	

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. Flexibility of Learning

We realise that the circumstances that cause our school to close will affect families in a number of ways. In our planning and expectations, we are aware of the need for flexibility from all sides:

- parents may be trying to work from home so access to technology as a family may be limited;
- parents may have two or more children trying to access technology and need to prioritise the needs of young people studying towards GCSE/A Level accreditation;
- teachers may be trying to manage their home situation and the learning of their own children;
- systems may not always function as they should.

An understanding of, and willingness to adapt to, these difficulties by members of staff and families is essential if remote learning is to be successful for success.

3. Expectation Management

We believe that it is in the best interests of our children that we continue to provide structured support to the best of our ability. Bearing in mind the need for flexibility, no deadlines will be set. It must be noted that the work children engage in during a period of closure will be part of our current planning and so cannot be considered as optional. Children and parents should consider the arrangements as set out in this document as highly recommended.

3.1 Teaching staff

Teachers must be available between 9am 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 by contacting a member of the Strategic Leadership Team.

Teachers are responsible for:

- Planning with the other members of their Year Group team (teaching staff and support staff) home learning activities that are appropriate and suitable for their pupils on a weekly basis;
- Ensuring the Home Learning Pack is monitored by their Phase Group Lead in the first instance;
- Accepting the fact that learning remotely will be more difficult, so tasks will be set in smaller steps to allow for this and will not necessarily need to be completed online;
- Keeping in contact with children through the Year Group email address only (unless an alternative way, such as Google Classroom or the wellbeing platform on Zoom, has been set up by individual teachers);

- Replying to messages during the normal teaching hours 9am – 3.15pm;

- Attending virtual meetings with other members of staff as required;

- Allowing flexibility in the completion of activities, understanding that the circumstances leading to our closure will affect families in a number of ways;

- Engaging in other professional duties as much as circumstances allow e.g. Policy or Curriculum Development, caring at school for vulnerable children and children of key works as per rota, etc;

- Flagging any data protection breaches to the data protection officer.

2.2 Support staff

Support staff must be available between 9am 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 by contacting a member of the Strategic Leadership Team.

Support staff are responsible for:

- Supporting teachers with learning remotely, for instance, by contributing to planning with extra-curricular activities;

- Replying to messages during the normal teaching hours 9am – 3.15pm;

- Attending virtual meetings with other members of staff as required;

- Completing directed tasks i.e. online courses;

- Engaging in other professional duties as much as circumstances allow caring at school for vulnerable children and children of key works as per rota, etc;

- Flagging any data protection breaches to the data protection officer.

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;

- Working with teachers, teaching their subject to make sure work set is appropriate and consistent;

- Working with other subject leads and the Strategic Leadership team (SLT) to make sure work set across subjects is appropriate and consistent;

- 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;

- Alerting teachers to resources they can use to teach their subject;

- Flagging any data protection breaches to the data protection officer.

2.4 Phase leads

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

- Monitoring the quality and appropriateness of weekly learning packs in their Phase;

- Liaising with SLT and IT Lead to ensure home learning packs are published on the school website by no later than the Friday prior to the following week;

- Informing SLT of any issues or concerns within their Phase;

- Flagging any data protection breaches to the data protection officer.

2.5 SLT (Strategic Leadership Team)

- Coordinating the remote learning approach across the school;

- Monitoring the effectiveness of remote learning through regular contact with teachers, subject leaders and Phase leads, 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;

- Flagging any data protection breaches to the data protection officer.

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 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 assured that wellbeing is at the forefront of our thoughts and we understand the need for children to take regular breaks, get fresh air, exercise and maintain a reasonable balance between online engagement and offline activities;

- Only send messages and queries that are in relation to tasks set by the teacher or in response to questions the teacher may ask them directly;

- Only access the material shared by their teacher and ask for parental permission to use technology for anything beyond that;

- Read daily, either independently or with an adult;

- Work their way through the home learning pack to the best of their ability;

- Consider using the school closure time to learn a new skill, follow their own interests to discover more about the world around us or just be creative.

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, for instance, with printing out home learning packs free of charge;

- Be respectful when making any complaints or concerns known to staff;

- Support their child's learning to the best of their ability;

- Know they can continue to contact their class teacher as normal through the Year Group email address or the school office email address if they require support of any kind;

- Check their child's completed work each day and encourage the progress that is being made;

- Be mindful of mental well-being of both themselves and their child and encourage their child to take regular breaks, play games, get fresh air and relax.

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

3.1 Accessing personal data

When accessing personal data, all staff members will use our secure cloud service (OneDrive) or the school IT network.

Staff can use their own personal computers, tablets, laptops or mobile phones to access the data. The school is able to lend school laptops to those members of staff who otherwise might not have access to online data.

3.2 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.

3.3 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.

4. Safeguarding

An addendum to the school's Child Protection and Safeguarding policy has been created. A copy of this document has been distributed to all members of staff by the Safeguarding Team. This document can also be found in the School Policies section of our school website.

5. Monitoring arrangements

This policy will be reviewed every two years by the Strategic Leadership Team. At every review, it will be approved by the Full Governing Body.

6. Links with other policies

This policy is linked to our:

- Behaviour policy

- Child Protection and Safeguarding policy and coronavirus addendum to our child protection policy

- Data protection policy and privacy notices

- Acceptable Use policy

- E-safety policy

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April 2020