



# St. Margaret's C of E Primary and Nursery School

## Remote Learning Policy

Written: September 2023

Date for review: September 2026

Head Teacher's signature

A handwritten signature in blue ink, appearing to read 'J. Alvin'.

Chair of governor's signature

A handwritten signature in blue ink, appearing to read 'M. R. Emery'.

## **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

## **Full Lockdown**

### **Roles and responsibilities**

#### **Teachers**

Teachers must be available between 9am and 3pm, Monday to Friday. 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 9am and 3pm to the Headteacher. If it affects the completion of any work required ensure that arrangements have been made with year group partners or SLT to ensure work is completed.

When providing remote learning, teachers are responsible for:

Setting work –

- Creating a weekly timetable of work for their year group in liaison with year group partners. This must include subjects from across the curriculum.
- Work will be uploaded to Google Classroom for years 1-6 and Seesaw daily for Reception children by 8.00am every morning.
- Set differentiated maths, reading, writing tasks and Times Table Rockstars.
- Year group weekly timetables to be emailed directly to the Deputy Head the Thursday before the week the work commences. Deputy Head to proof read all and ensure consistency, they are then sent out on Google classroom.
- Working as a year group team to ensure the above work is planned and ready.
- Each day, three recorded lesson inputs (maths, English and curriculum) will be uploaded, linked to the tasks set.
- Staff will mark the children's work by 9am the next morning to ensure that they can view and action any feedback before completing the next task.
- Of the four tasks set per day, maths, English and reading tasks should be fully marked.
- Staff are to promptly respond to children's questions and provide feedback and support throughout the day.

Providing feedback on work:

- Pupils can send any completed work to teachers via Google Classroom.
- Teachers can feedback via Google Classroom.
- Teachers should respond to any emails from parents/children within 48 hours.

Keeping in touch with pupils and parents:

- Weekly updates on Facebook, Google Classroom and Seesaw.
- Teachers are to attempt to make contact with all pupils in their class every ten days via telephone call when in school or from a withheld number. Contact details can be accessed from SIMS. Teachers must adhere to our Social Media 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.

### **Teaching assistants**

Teaching assistants must be available between 9am and 3pm, Monday to Friday. During this time they are expected to check work emails and be available when called upon to attend school. 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.

### **Deputy and Assistant Headteachers**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning – reviewing work set by teachers weekly.
- Co-ordinating the remote learning approach across the school.
- 

### **Designated Safeguarding Lead**

The DSL is responsible for:

- Maintaining contact, collating, passing on information and responding to any concerns.
- Taking account of the COVID-19 amendments to the Child Protection Policy.

### **Pupils and parents**

Staff can expect pupils to:

- Be contactable during the hours of the school day 9am to 3pm – although they may not always be in front of a device the entire time.
- Work is to be completed on the day that it is set and by 5pm at the latest, to allow time for same day marking and feedback before the next lesson.
- Seek help if they need it, from teachers or teaching assistants.
- Alert teachers if they're not able to complete work.
- Complete and turn in a daily maths, English, curriculum and phonics/reading task.
- Complete work on the day that it is set and by 5pm at the latest, to allow time for same day marking and feedback before the next lesson.

Staff can expect parents to:

- Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff.

### **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.

### **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 SLT/SENDSCO.

- Issues with behaviour – talk to the SLT/SENDSCO.
- Issues with IT – talk to Eduthing: itsupport@eduthing.co.uk.
- Workload or wellbeing – talk to their line manager/SLT.
- Concerns about data protection – talk to the data protection officer.
- Concerns about safeguarding – talk to the DSLs.

All staff can be contacted via the school email addresses.

## **Data protection**

### **Accessing personal data**

Concerning access to personal data:

- 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 SIMS using a secure password. Do not share any details with third parties and ensure SIMS is in logged off.
- 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, Chrome books and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

### **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.

### **Keeping devices secure**

Talk to your data protection officer (Deputy Headteacher) for more help, and IT staff if you want to include details on how to put these measures in place.

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.

## **Self-Isolation**

If a pupil/group of pupils need to self-isolate, remote learning will be provided using Seesaw for Reception children and Google Classroom for all other year groups.

Setting Work: Work will be set for the child/children to complete across a number of different subjects. Alongside this, White Rose videos and RWInc videos will be available via google Classroom.

**Expectations of staff:**

- A daily maths, English and curriculum task is to be set on Google Classroom.
- Work will be uploaded to Google Classroom for years 1-6 and Seesaw daily for Reception children by 8.00am every morning.
- For Reception, tasks will be set on Seesaw.

**Expectations of pupils:**

- A daily maths, English, a curriculum task and daily reading is to be completed and 'turned in' using Google Classroom. The daily reading task will be set on Seesaw.
- Work is to be completed on the day that it is set and by 5pm at the latest, to allow time for same day marking and feedback before the next lesson.

**Marking and Feedback:**

During the self-isolation period, the marking of any self-isolating child's remote learning will be given the same amount of time it would during a normal school day. Once a piece of work has been completed and 'turned in', it will be marked.

**Expectations of staff:**

- Staff only have to set work on Google Classroom or Seesaw if a child is isolating.
- Staff are to mark and return work by 9am the next morning to ensure children can view and action any feedback before completing the next task.
- English and maths tasks will be fully marked.

**Safeguarding**

Please see the following for updates concerning safeguarding in relation to home learning. Please see any updates with regards to Safeguarding on our website.

**Monitoring arrangements**

This policy will be reviewed in 3 years.

**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.
- IT and internet acceptable use policy.
- Online safety policy.

