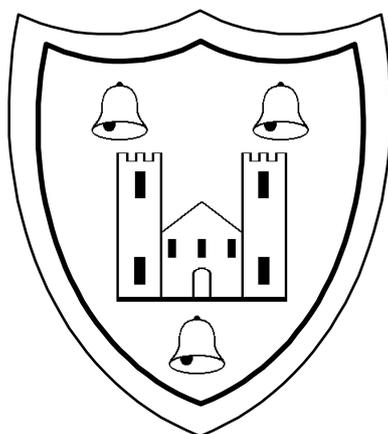


**St Germans Primary School**

# **REMOTE LEARNING POLICY**



**Coordinator – Mrs S Marshall**  
**Frequency: Termly**

**January 2021**

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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**

- Overall responsibility: Head teacher Mrs S Marshall
- SENCO Miss A Beaman
- Link Governor Mr M Evans
- IT technicians Duchy Network Solutions (DNS)
- Teaching staff:
  - Mrs S Smith
  - Mrs D Down
  - Mrs C Townsend
  - Miss A Beaman
  - Miss S Bamsey

### **2.1 Teachers**

When providing remote learning, teachers must be available between 8.30 and 4.00pm

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:

- Teachers must provide work for their own class
- They may be asked to provide work for other classes for example in staff sickness or as a specialist subject leader
- This work needs to be set by 5pm the day before
- Work should be uploaded in the first instance to the school website. Once our remote learning platform Google Classroom is set up work will be posted here apart from EYFS who will link to the online site Tapestry

- Teachers must co-ordinate with other teachers, including those teaching in school, to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work

**Providing feedback on work:**

- Completed work will be marked on Google Classroom for KS1-2
- Feedback with pupils will take place through Google Classroom, phone calls, Google Meet and other any mediums used by the school
- Feedback should be given, where possible, on the same day that the work is completed.
- Feedback is not expected outside allocated school hours

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

- Teachers will make regular contact with pupils through Google Meet, Zoom, email and Class Dojo
- Teachers must speak to every pupil at least once a week. This could be individually or in class groups.
- Teachers are not expected to answer emails outside of working hours
- Complaints or concerns shared by parents and pupils should be sent to the class teacher or if of a more serious nature to the headteacher.
- For any safeguarding concerns, see the section below
- For behavioural issues, such as failing to complete work, teachers will make contact with the parents.
- For poor behaviour online, a number of sanctions are available through Google Classroom

**Attending virtual meetings with staff, parents and pupils:**

- Dress code must be professional and appropriate
- Locations: teachers should avoid areas with background noise, and ensure there is nothing inappropriate in the background)
- If teachers are also working in school whilst providing remote learning,, they will still be required to provide relevant remote learning, linking to the class curriculum. There may be opportunities for video links but this is not a requirement

**2.2 Teaching assistants**

When assisting with remote learning, teaching assistants must be available between their normal working hours

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 responsibilities could include:

Supporting pupils who aren't in school with learning remotely:

- Pupils would be allocated a link TA
- TA to be advised by teacher as to how they should provide support

Should they be attending virtual meetings with teachers, parents and pupils:

- Dress code must be professional and appropriate
- Locations should avoid areas with background noise, and that there is nothing inappropriate in the background)

This will only apply to teaching assistants where a named pupil or class is not in school who has been allocated to their care

### **2.3 Subject leads**

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 – 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:

Co-ordinating the remote learning approach across the school

Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, 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

## **2.5 Designated safeguarding lead**

The DSL (Mrs S Marshall) is responsible for our child protection policy or any addendum to it. This can be found on our school website

## **2.6 IT staff**

Our IT is coordinated by Mrs C Townsend and our technicians are Duchy Network Solutions (DNS)

DNS is responsible for fixing issues with systems used to set and collect work

For 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

## **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'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 – if you know of any resources staff should point parents towards if they're struggling, include those here

Be respectful when making any complaints or concerns known to staff

## **2.8 Governing board**

Our named link governor for remote learning is Mr M Evans

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 headteacher

Issues with work for SEN children – talk to our SENCO

Issues with behaviour – talk to the headteacher

Issues with IT – talk to IT staff in school who may refer to DNS

Issues with their own workload or wellbeing – talk to their line manager or headteacher

Concerns about data protection – talk to Mrs S Marshall or the data protection officer (Phillip Crilly, Impero, +44 (0) 1509 606529

Concerns about safeguarding – talk to the DSL (Mrs S Marshall)

### **4. Data protection**

#### **4.1 Accessing personal data**

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

Access data, on a secure shared cloud service or a server in our IT network

Staff must use school devices to access data not personal devices

#### **4.2 Processing personal data**

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

The addendum to our child protection policy, that reflects the current situation, can be found on the school website

<https://www.st-germans.cornwall.sch.uk/coronavirus-advice-and-information/>

## **6. Monitoring arrangements**

This policy will be reviewed termly by Sarah Marshall, Headteacher. At every review, it will be approved by Matt Evans, our link governor and presented to the curriculum committee

## **7. 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
- Home-school agreement
- ICT and internet acceptable use policy

Online safety policy