THE
**CREATIVE
LEARNING**
PARTNERSHIP TRUST

Come as you are and leave as a champion

Manor Hill First School Remote learning policy

Approved by:	Lynne Bennett CEO	Date: 28th April 2020
Last reviewed on:	28th April 2020	
Next review due by:	April 2021	

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1. Aims

This remote learning policy for staff aims to:

> Ensure consistency in the Trust and school's approach to remote learning

> Set out expectations for all members of the Trust and school community with regards to remote learning

> Provide appropriate guidelines for data protection

2. Roles and responsibilities

2.1 Teachers

Teachers must be available between the start and end of a normal school day. 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.

Teachers are responsible for:

> Setting work

- o They need to set work for their own classes.

- o They need to set Literacy and numeracy work and a wider curriculum subject task per day.

- o This work needs to be set ready for the next school day.

- o Work should be uploaded to the Google Classroom.

- o Teachers will be available to live stream a lesson at 9.30 and 11.00 each day.

> Providing feedback on work

- o Submitted work will be marked on Google Classroom.

- o This feedback should be to both parents and to the children age appropriate

> Keeping in touch with pupils and parents – cover details like:

- o Teachers are expected to keep in touch with all pupils and parents using google classroom daily. If this platform is not used, email or phone communication will be used.

- o Teachers are expected to answer emails from parents and pupils during the google classroom hours of 9-3pm

- o Any complaints or concerns shared by parents and pupils should be emailed to the leadership team as a matter of urgency with a phone call that day.

- o If children are failing to complete work then staff and leadership should contact parents to find out why children are not completing the tasks set.

> Attending virtual meetings with staff and parents:

- o Dress code should be appropriate

o   Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

2.2 Teaching assistants

Teaching assistants must be available between the start and end of a normal school day. 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.

Teaching assistants are responsible for:

> Supporting pupils with learning remotely:

o   Supporting children who need adaptations of the curriculum by sending emails to class teachers with planning learning adaptions for specific children. This support is remote.

o   Undertaking training courses to support with a greater understanding of the role and children's needs when we return as a school

o   Providing direct interventions to pupils via Google classroom or telephone.

> Attending virtual meetings with teachers:

o   Appropriate Dress code

o   Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

2.3 Subject leads

The term subject leader refers to anyone coordinating subject provision across the school, This includes the SENCO who is responsible for coordinating learning for children with SEND across the school.

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 senior leaders across the Trust to make sure work set across subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
> 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

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

> Coordinating the remote learning approach across the school –
> Monitoring the effectiveness of remote learning by reviewing the parent view of remote learning and the participation in the system created, 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

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The DSL is responsible for:

The administering of the child protection policy that has been updated due to the changing nature of schools because of Covid19. DSLs are in contact with our vulnerable children supporting their needs and ensuring they are safe and well either within school or at home. If there are any concerns, DSLs need to contact social workers immediately.

2.6 IT staff

IT staff are responsible for:

> Fixing issues with systems used to set and collect work
> Helping staff with any technical issues they're experiencing
> Reviewing the security of systems and flagging any data protection breaches to the data protection officer

2.7 Pupils and parents

Staff can expect pupils 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 to:

> 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 systems are appropriately secure, for both data protection and safeguarding reasons

3. Who to contact

If staff have any questions or concerns, they should contact the following individuals:

> Issues in setting work – talk to the relevant subject lead or Deputy headteacher
> Issues with behaviour – talk to the leadership team
> Issues with IT – talk to IT staff
> Issues with their own workload or wellbeing – talk to the leadership team
> Concerns about data protection – talk to the headteacher
> Concerns about safeguarding – talk to the DSLs or Deputy DSLs

4. Data protection

4.1 Accessing personal data

When accessing personal data, all staff members will:

> Know how they can access the data, such as on a server in your IT network

> Use school surfaces or laptops using 'at home' to access the data so remaining on the school server –

4.2 Sharing personal data

Staff members may need to collect and/or share personal data such as parent 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.

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

See the new updated child protection policy- staff and governors have had an updated policy emailed and there is one on the school website.

6. Monitoring arrangements

This policy will be reviewed annually by the headteacher. At every review, it will be approved by the full governing board

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
- ICT and internet acceptable use policy
- Online safety policy