



Discover - Value - Celebrate - Praise

Remote Learning Policy

Formally adopted by the Governing Board of:-	Denver V. C. Primary School
On:-	23rd February 2022
Chair of Governors:-	Amanda Dawson
Last updated:-	24th February 2021

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

Ethos for Home Learning

We believe that children learn best when they are given opportunities to actively engage in rich and varied learning experiences. Each class teacher will ensure what is being provided for at home reflects the school's curriculum and the learning that is happening within school.

Within EYFS provision, the staff know that children learn best through actively engaging with the world around them, through exploring and participating in challenging experiences and when their levels of wellbeing and involvement are high. Play is the best way for children to learn during their time at home, and as the child's first educator, parental communication and interactions with children will help them thrive and feel secure during these uncertain times.

Setting Remote Learning

We will provide remote learning for every child who cannot attend school because they are following government guidance with regards to self-isolation or because of the closure of a group or class. Work will be set from the day of the school being notified of a child's absence. Work will not be sent home for those children who are unable to be in school because they are ill with non COVID-19 related illnesses.

Roles and Responsibilities

Teachers

When providing remote learning, teachers must be available between 8.45am 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 using the normal absence procedure.

Every child who cannot attend school as a result of government guidance or the closure of a class will receive:

- Remote learning lessons on the Oak National Academy, linked to learning in class
- Maths lessons set using Power Maths, Maths Flex and School Jam
- Times table practice set via TT Rockstars
- Face to face lessons, where appropriate
- Lessons will be communicated to children and parents via Teams, email or Class Dojo
- Work will be differentiated to meet the needs of the child
- Work will be available daily

Providing Feedback:

- Parents/carers will be given information through correspondence with class teachers on expectations for completing and submitting work
- Teachers will provide feedback to children's work through Teams, email or Class Dojo
- Parents/carers will be contacted regularly via Teams, email or Class Dojo to maintain personal contact with the pupil.
- Teachers will not be expected to answer messages or emails outside of working hours.

Teaching Assistants

Teaching assistants must be available between 9am-3pm, Mon-Fri. During this time they are expected to check work emails and be available to support remote learning where possible. 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.

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
- Monitoring the remote work set by teachers in their subject
- Alerting teachers to resources they can use to teach their subject remotely

Senior Leaders

The Headteacher is responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning. This will be achieved through staff meeting time to discuss remote learning, reviewing work set by teachers weekly and monitoring email correspondence between parents and teachers
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Designated Safeguarding Lead

The DSL is responsible for:

- Maintaining contact, collating, passing on information and responding to any concerns.

IT Staff

IT staff are responsible for:

- Creating emails
- 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

Pupils and Parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day 9am -3pm, although 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 their teacher
- 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
- 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 remote learning 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 Headteacher.

Data protection

Accessing personal data

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

- Use the secure server
- Use Teams

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

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
- Liaising with the IT Technician about ensuring antivirus software and operating systems are up to date

Safeguarding

Please see the following for updates concerning safeguarding in relation to home learning. Appendix 5: Arrangements for Safeguarding and Child Protection during COVID-19 at Denver V C Primary

This policy is available on our website

Monitoring arrangements

This policy will be reviewed as and when updates to remote learning are provided by the government. At every review, it will be approved by the Governing Body.

Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding policy and our coronavirus addendum to this policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy