



## **Name of Policy: Remote learning policy**

<b>Source</b>	<b>Newlyn School</b>
<b>Date written</b>	<b>July 2020</b>
<b>Reviewed on</b>	<b>January 2021</b>
<b>Next review date</b>	<b>January 2024</b>
<b>I confirm that this policy has been reviewed and adopted by the Governing Body of Newlyn School.</b>	
<b>Mrs E Lambourn Chair of Governors</b>	<b>Date</b>

## 1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not 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

### 2.1 Teachers

When providing remote learning, teachers must be available between Monday-Friday 9am-4pm.

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 for their own class
- The amount of work will vary depending on the year group but should be at least 4 pieces of work. Work needs to include reading, writing/SPaG, maths and a topic or non-core piece of work.
- Infant children require three hours of learning a day and junior children require four hours.
- Work set should reflect the topic and curriculum that was to be taught that term as much as possible although some adaptations may have to be made due to lack of resources such as science experiments or using clay in art.
- Work to be set **daily** either the afternoon before or during that morning with the first activity set no later than 9am
- Work should be uploaded using Seesaw, (if you have any problems with this please contact the Computing Coordinator)
- Paper packs of work should be provided for parents who have requested them. These packs should contain enough work for at least 1 week and should match as much as possible the work set for those accessing remote learning.

#### ➤ Providing feedback on work:

- Work on Seesaw should be marked regularly throughout the week with some extended marking and a next step comment so that the child knows what they need to do to improve their work.
- Paper packs should be collected back in on a weekly basis. Some feedback should be given to the child and the parent during the week to check progress and the work should be marked weekly with feedback given.

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

- There is an expectation that teachers will have contact with all their children or their parents once a week. Hopefully, this will be through Seesaw.
- Where a parent and child are not engaging with online learning then teachers should email or telephone the family weekly to offer support.
- Where parents and carers are not keeping in touch on at least a weekly basis, concerns must be escalated to the Headteacher who will continue to try to make contact and will contact outside agencies if no contact is made.

- Parents also appreciate phone calls and teachers are encouraged to phone parents using the school phone or, if they choose to use their own device, need to block their phone number.
- Complaints about remote learning provided should be shared with the Headteacher
- Attending virtual meetings with staff, parents and pupils:
  - Staff need to dress in a professional manner
  - Staff should ensure their location is appropriate when attending meetings from home, e.g. not in the garden.
  - Staff to follow the Zoom protocol

If teachers are also working in school they must be given time through TA/teacher cover to set work for their class. If this lasts for a period of time then teachers working from home will support those working in school by setting some work for them.

## 2.2 Teaching assistants

When working from home during a lockdown, teaching assistants must be available for their usual working hours and may be included in remote meetings and report writing for individual children.

## 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
- Monitoring the remote work set by teachers in their subject by checking coverage
- 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:

- Monitoring the effectiveness of remote learning reviewing work set and reaching out for feedback from pupils and parents

## 2.5 Designated safeguarding lead

The DSL is responsible for:

Dealing with any concerns raised by parents or staff regarding safeguarding and internet safety.

## 2.6 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
- › Be respectful when making any complaints or concerns known to staff

## 2.7 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

## 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 relevant subject lead
- › Issues with behaviour – talk to the Isabel Stephens or Julie Wood
- › Issues with IT – talk to Donna Richards or contact ICT4 directly
- › Issues with Seesaw- talk to Emily Holden
- › Issues with their own workload or wellbeing – talk to Isabel Stephens
- › Concerns about data protection – talk to Isabel Stephens
- › Concerns about safeguarding – talk to Isabel Stephens or Julie Wood

## 4. Data protection

### 4.1 Accessing personal data

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

Explain:

- › How they can access the data, such as on a secure cloud service or a server in your IT network
- › Which devices they should use to access the data – if you've provided devices, such as laptops, make staff use these rather than their own personal devices

### 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as full names and emails as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals will not need to give permission for this to happen but it is good practice to do this.

Permission forms to access Seesaw will be sent to parents before their child is able to access it. These will be signed or there will be a record of verbal consent.

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)
- › 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

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, this includes making a report via CPOMS which can be done remotely.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead at [headteacher@newlyn.cornwall.sch.uk](mailto:headteacher@newlyn.cornwall.sch.uk). This will ensure that the concern is received.

Staff are reminded of the need to report any concern immediately and without delay.

Concerns about an adult working with a child should be directed immediately to Isabel Stephens.

Concerns around the Headteacher should be directed to the Whistleblowing Governors (In line with the current policy): Sue Moon: 01736 363050 [smoon@newlyn.cornwall.sch.uk](mailto:smoon@newlyn.cornwall.sch.uk)

Please read the Child Protection Policy for more information.

## 6. Monitoring arrangements

This policy will be reviewed every three year by the SLT. At every review, it will be approved by the full governing.

## 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