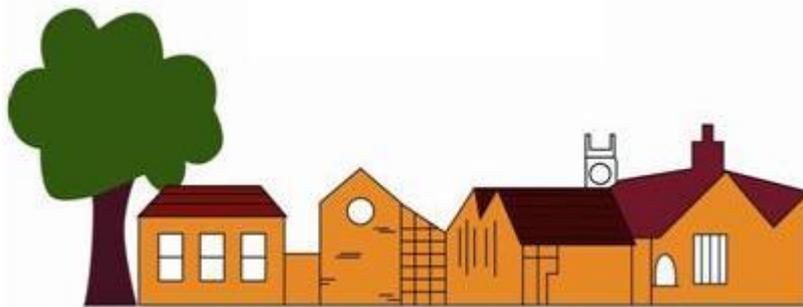


# Remote Learning Policy

Irchester Community Primary School



<b>Approved by:</b>	FGB	<b>Date:</b> November 2020
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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. Reasons for application of Remote Learning Policy

This Remote Learning Policy applies when a child is unable to physically attend school during term time due to government restrictions only.

If a child is unable to attend school due to a long term medical condition then aspects of this policy may apply after consultation with parents, SENCO, medical professionals, and Hospital and Outreach Education.

This policy does not apply if a parent chooses to remove their child from school during term time (e.g. holiday).

### 3. Roles and responsibilities

#### 3.1 Teachers

The teacher's priority is towards the children in class attending school.

If one or more members of the class have to self-isolate due to COVID 19 restrictions, then the teacher follows the actions as specified in Appendix 1 (p 6).

If a class is sent home or school is closed, then the following applies:

- When providing remote learning, teachers must be available to school between 9:00am and 3:00pm.
- 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:
  - Hosting a virtual registration meeting twice daily, completing SIMS register and informing school of any child not present

- Setting work
  - Updating DB class page daily
  - Setting work to cover core subjects daily and foundation subjects at least weekly.
  - Work set to be uploaded to class page day before
  - Teachers in same year group to consult and support each other in planning work with same high expectations
  - Provide feedback on work pupils / parents have emailed, or accessed on line
  - Support reading at home
- Keeping in contact with pupils who aren't in school and their parents
  - Personal contact with each child daily; either via ZOOM, register or class calls, emails or phone calls, during school hours
  - Reporting to ELSA / DSLs any concerns regarding safeguarding, wellbeing, or non-contact.
  - Reporting to team leader pupils who do not complete work

If a teacher has to self-isolate but their class is still attending school, then they are responsible for planning the work for both classes and updating both class pages. They check in at least twice daily with their class to retain connection.

If a year group partner teacher is self-isolating, then the teacher in school will arrange with team leader daily teaching and supervision arrangements.

### 3.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available to school during 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 are responsible for:

- Supporting class teacher with preparation of learning materials and any other task deemed appropriate
- Making contact with target pupils (as agreed by teacher/ Team Leader / ELSA / DSL)
- Liaising with SENCO to prepare individual work for SEND pupils

If a teacher is absent due to self-isolation teaching assistants with assist other year group teacher and team leader with supervision of pupils in school.

### 3.3 Key Stage Leaders

Alongside their teaching responsibilities, Key Stage Leaders are responsible for:

- › Working with their team to make sure all work set is appropriate and consistent
- › Monitoring the remote work set by teachers and pupils' response to it
- › Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent
- › Alerting teachers to resources they can use to teach remotely
- › Working with SLT to organise daily supervision arrangements if a member of the team has to work remotely
- › Reporting safeguarding, IT or data protection issues to SLT

### 3.4 Senior Leaders

Senior leaders are responsible for ensuring all pupils have access to remote learning by

- Liaising with parents, staff and IT department to ensure pupils have access
- Monitoring attendance of individual pupils and staff required to self-isolate
- Monitoring standards of work set
- SENCO working with class teachers and TAs to provide suitable learning for pupils with SEND needs.

If a member of staff has to work remotely then SLT will work with Team Leaders to organise cover for absent staff.

### 3.5 Designated Safeguarding Leads

DSLs are responsible for implementing the COVID 19 child protection and safeguarding addendum policy.

### 3.6 Parents

Staff can expect parents of pupils learning remotely to:

- Inform the school every day their child is absent
- Access DB class page or inform school of IT access issues
- Be contactable during the school day
- Support their child to complete work set
- Seek help from the teacher
- Alert teachers if their child is not able to complete work

If the whole class or school is working remotely then parents should ensure their child is able to attend the twice daily ZOOM register call. If a parent has more than one child at home they should access the youngest child's register meeting, then send a confirmation of attendance email to the other children's class teacher.

### 3.7 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
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

## 4. Data protection

### 4.1 Accessing personal data

When accessing personal data for remote learning purposes, all teachers will use their laptop provided by school. They will be able to access school data using the remote desktop app, DB Primary and SIMS on line.

### 4.2 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.

### **4.3 Keeping devices secure**

All staff members will take appropriate steps to ensure their devices remain secure. They will not allow family members or friends to use their school laptop.

## **5. Safeguarding**

Staff will follow the COVID -19 Child Protection and Safeguarding addendum 2020.

As safeguarding records are stored on line using My Concern, all members of staff are able to report concerns directly to DSLs when working remotely.

DSLs have access to safeguarding records when required to attend a virtual EHA /CIN / CP meeting.

## **6. Monitoring arrangements**

This policy will be reviewed more frequently by the Governing Body whilst Coronavirus government restrictions are in place.

## **7. Links with other policies**

This policy is linked to our:

- Behaviour policy (including Coronavirus addendum)
- Safeguarding policy (including Coronavirus addendum)
- Data protection policy and privacy notices
- Acceptable use and online safety policy

**Reasons when the Remote Learning Policy will apply**

	<b>Reasons for pupil absence relating to COVID 19 as recorded on DfE register</b>	<b>Time child is required to self-isolate at home.</b>	<b>Actions the teacher will take to support remote learning</b>
1	Suspected case - Pupil has symptoms and having test	Child at home until test result received. If negative for them or member of their household, then child may return to school. Absence usually only a few days. <i>If positive test result reasons 3 or 4 apply</i>	If child is off unwell with symptoms they may not be well enough to access learning.
2	Waiting for family members test result		On the first day of absence the Teacher will make email contact to direct parent to resources and web links on DB class page.
3	Confirmed case - tested positive	Child absent as self-isolating for 10 days	Teacher will make contact with parents to arrange how work will be accessed, may be a mixture of online and printed work / reading books to be delivered / returned by agreed third party. School to make daily contact.
4	Had contact with positive case outside school	Child absent as self-isolating for 14 days	
5	Potential contact with positive case in school	Child/ group / class self-isolating for 14 days	<i>If one child, or small group Teacher follows actions as in reason 4.</i> If whole class at home, Teacher will organise twice daily ZOOM register call (9:00am & 1:30pm). Any child not present will be contacted by school. Work requirements will be explained daily. All work recorded in book sent home.