



# **EMERSON VALLEY SCHOOL**

# **REMOTE LEARNING POLICY**



Date	Author(s)	Notes on Revision/s	Authorised by (date)
30/09/20	Iain Mortimer	New policy	Soheila Mathison (02/10/20)
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<b>Policy Review:</b> Every 3 years			
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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

Within the school, the following staff will be responsible for:

Designated Safeguarding Lead (DSL) – organizing the safeguarding team to ensure that every member of staff understands their roles within our remote learning tools and any changes to procedures.

Senior Leadership Team (SLT) – Ensure that a consistent approach is used where necessary and that planning is organized. They will coordinate the Google Classroom provision when there are individuals isolating rather than whole classes.

Team leaders – ensure there is standardization in the provision delivered in their year groups and coordinate planning.

Teachers – provide activities and resources that are differentiated. Feedback on activities and work undertaken.

HLTAs/TAs – continue the provision if teachers are ill.

Parents and children – complete the work set and contact the school office with any questions.

### 2.1 Teachers

When providing remote learning, teachers must be available between 8:30am and 3:30pm.

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:

- The teachers will be expected to provide activities with teaching videos (either pre-recorded by the teachers or recorded by other companies) for every lesson that they would have taught within the school day. This can include links to other appropriate websites including, but not limited to, White Rose Hub, The Oak National Academy and BBC Bitesize.
- This must be added to the Google Classroom console by 9pm the day before the children are due to complete the work.
- There must be differentiated work to cater for children that are in different groups.
- This planning must be coordinated across the year group to ensure consistency.

Feedback

- The teachers must check on all work that was completed the previous day by the end of the day.



- The feedback will be shared by the teacher making comments on the work. This could comprise of: comments, scaffolding or examples.
- The feedback must be completed on the child's work by the end of the following day. E.g. a child completes their work on Monday, the feedback must be completed by the end of Tuesday.

#### Communication

- Parents will be able to contact the teacher by emailing or ringing the school office.
- Safeguarding concerns that are raised must be dealt with following the schools Child Protection policy and safeguarding statement.

#### Virtual meetings

- Virtual meetings will only be given authorisation by SLT.
- During these, staff must follow the staff code of conduct relating to their dress and appearance.
- The background must be a professional background including nothing that would compromise the professionalism or integrity of the staff.
- The location must be quiet and nobody else should enter the screen on camera around the member of staff.
- The staff will have the option to mute children and remove them from the virtual meeting.
- The teacher will be joined by another member of staff.

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8:30am – 3:30pm.

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 the above teaching responsibilities with the same stipulations. The TAs will be directed by SLT or Team leaders.

## 2.3 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the learning approach across the school. SLT will also have an overview of all classes and will monitor the implementation of this.
- SLT will have regular contact with the team leaders to ensure that the implementation is effective.
- SLT will oversee the data protection aspects of Google Classroom and will deal with any data breaches, informing the data protection officer.

## 2.4 Designated safeguarding lead

The DSL is responsible for:

- Ensuring that all staff members are abiding by the Child Protection Policy
- Ensuring that all disclosures and safeguarding concerns are reported in line with the school policies.



## 2.5 Pupils and parents

Staff can expect pupils learning remotely to:

- Complete work within the set deadline.
- Use their reading records to check their own usernames and passwords.
- Leave comments for their teachers if they are struggling or have any questions.

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is ill or can't complete work.
- Seek help from the school if they need it.
- Be respectful and contact the school through the office if they have any questions.

## 2.6 Governing board

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high as possible.
- Ensuring that staff are aware of the need for data protection and following the safeguarding procedures.

# 3 WHO TO CONTACT

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

- Issues in setting work – speak to their team leader
- Issues with IT – contact SLT
- Issues with their IT hardware – contact SavvyIT
- Concerns about data protection – the school's data protection officer.
- Concerns about safeguarding – Contact to the DSL.

# 4 DATA PROTECTION

## 4.1 Accessing personal data

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

- Use their school device to log in to Google classroom and drive.
- Ensure they use their password and lock their computer if they are away from it.

## 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as usernames or passwords 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
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Keeping operating systems up to date – always install the latest updates

## **5 SAFEGUARDING**

Please refer to the Child Protection Policy and the safeguarding statement.

## **6 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