



Chipstead Valley Primary School

Remote Learning Policy

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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 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 8.45 am and 4.00pm.

If they are 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:
 - Initially, for the children in their year group, alongside their year group colleagues;
 - Remote learning should be sent to the school office at the start of the school week for Nursery and Reception and by 5.30pm daily for years 1-6, for the office to send out via Scopay in the evening (please note: there may be an occasion where the day before is not possible, in which case it will need to have been sent out by 8.45am the next morning);
 - Links to live lessons should be sent at least the day before and resources for those unable to attend, provided;
 - EYFS videos and supporting learning to be uploaded to Tapestry platform daily;
 - Pre-recorded videos from educational providers, such as White Rose or Oak Academy, may be used, where appropriate;
 - Teachers to follow school's curriculum, including long and medium term planning. Work to be monitored by subject coordinators, and senior leaders. Where an objective would not be conducive to remote learning, the teacher will adapt accordingly and ensure this objective is covered in full on the children's full return to the school building.

- Providing feedback on work
 - Individual feedback given, via changes to subsequent work or privately shared with pupil via email;
 - Teachers monitor pupil responses to daily learning activities;
 - Detailed feedback will be given at least twice per week;
 - Conversations about learning received via email, should be responded to within 24hours.

➤ Keeping in touch with pupils who are not in school and their parents

- Class teachers to check the class email daily and respond to questions within 24hrs;
- If a parent discloses a health or safeguarding concern, please notify the Head of School;
- Teachers to phone parents who are requesting help. Teachers to phone those parents who do not have access to the remote learning and discuss support (borrowing a laptop, support with Wifi set up etc). Teachers to work with Inclusion Lead to check in on SEND and vulnerable pupils via telephone;
- Teachers to only phone parents within working hours and on a school phone or a withheld number (a year group teaching colleague or member of SLT may call on their behalf);
- Teachers to address any behavioural issues, through a telephone call to parents and carers. Behaviour issues should be recorded through MyConcern;
- Complaints or concerns shared by pupils or parents should be raised with the DSL and DDSLs.

➤ Attending virtual meetings with staff, parents and pupils

- Teachers will adhere to a professional dress code, as outlined in the School's Code of Conduct;
- Attending meetings virtually, teachers will avoid areas with background noise and have an appropriate background to their camera;
- Teachers will adhere to the responsibilities above, unless directed otherwise by a member of the Senior Leadership Team.

2.2 Teaching Assistants

When assisting with remote learning, Teaching Assistants must be available between 9.00am and 3.15pm (or their relevant part-time hours).

If they are 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 given pupils who are not in school with learning remotely through:

- Preparation of resources;
- Providing feedback and support during 'Teams' calls.

➤ Attending virtual meetings with teachers, parents and pupils:

- Adhere to a professional dress code, as outlined in the School's Code of Conduct;
- Avoid areas with background noise; nothing inappropriate in the background.

If Teaching Assistants are working in school supporting critical worker and vulnerable children, their responsibilities will include: supporting activities within each bubble, preparation of resources, provision of first aid etc.

2.3 Subject Coordinators

Alongside their teaching responsibilities, subject coordinators are responsible for:

- Working with teachers teaching their subject remotely, to make sure all work set is appropriate and consistent;
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set appropriately, taking into consideration other deadlines;
- Monitoring the remote work set by teachers in their subject with guidance and support from SLT;
- 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:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning –this will be achieved through regular meetings with teachers and subject leaders, reviewing work set and 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 (alongside SENDCo)

Please see the school's Safeguarding Policy for detailed information.

The DSL is responsible for:

Supporting Pupils not in school

- We will ensure that there is a robust communication plan in school for all pupils who we have identified as being vulnerable but who do not meet the criteria of the definition of 'vulnerable' children as defined in the Early Help and Safeguarding Policy (p 24). Such pupils may be subject to early help or have been referred to the School Safeguarding Team, prior to the closure of the school, as 'being in need of support or emotional well-being'. There should be a communication plan in place to ensure that there is contact with parents/carers to offer any support required. Details of this plan must be included in the Child Protection records or on any online CP management programme and subject to regular review.
- If the pupil is "looked after" the Inclusion Lead and DSL must liaise with the Croydon Virtual School.

Online Safety

Interactions between staff and pupils using video communication must take into account the following:

- Only use video lessons when a parent is present with the child;
- Be situated in a suitable 'public' living area within the home with an appropriate background – 'private' living areas within the home, such as bedrooms, are not permitted during video communication;
- Use appropriate language – this includes others in the household;
- Maintain the standard of behaviour expected in school;
- Use the necessary equipment and computer programs as intended;
- Not record, store, or distribute video material;
- Ensure a stable internet connection to avoid disruption to lessons;
- Always remain aware that they are visible;
- Be particularly aware of online learning tools and systems in line with privacy and data protection/ GDPR requirements;
- The school will ensure that the Data Protection Officer is aware if any new communications platforms are being used.

2.6 Computing Lead/Director of Curriculum

The computing lead alongside the Director of Curriculum are responsible for:

- Fixing issues with systems used to set and collect work;
- Helping staff and parents with any technical issues they are 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.

2.7 SENDCo (alongside Designated Safeguarding Lead)

The SENDCo is responsible for:

- Monitoring SEND, or vulnerable pupils during any lockdown;
- Ensuring that differentiated work, supporting resources or 1:1 support, are prepared and provided for children with SEND;
- Being a point of contact and advice for teachers to provide appropriate work for children with SEND;
- Liaising with families to ensure the best outcomes for vulnerable children or children with SEND, alongside the Senior Leadership Team.

2.8 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;
- Alert teachers if they are 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 cannot complete work;
- Seek help from the school if they need it;
- Be respectful when making any complaints or concerns known, to staff.

2.9 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.

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, SENCO or the Director of Curriculum
- Issues with behaviour – talk to the Key Stage Lead in the first instance and escalate if necessary, through the behaviour policy.
- Issues with IT – talk to the Director of Curriculum or the Computing Lead.
- Issues with their own workload or well-being – talk to one of the Assistant Headteachers or the Head of School.
- Concerns about data protection – talk to the Data Protection Officer.
- Concerns about safeguarding – use My Concern and talk to one of the DSLs.

4. Data Protection

4.1 Accessing personal data

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

- Access through the remote connection Connect2Schools;
- Only use work devices, when accessing personal data;
- Not leave data visible for others to see in the home on screen;
- Password protect any document with sensitive data being sent, or send via Egress Switch.

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 process is necessary for the school's official functions, individuals will not 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 – 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

Please see our updated Early Help and Safeguarding Policy 2020, as well as our COVID-19 addendum.

6. Monitoring Arrangements

The Head of School will review this policy at the start of each academic year. At every review, it will be approved by the Local Governing Body.

7. Links with other policies/protocols

This policy is linked to our:

- Remote Education Information

- Behaviour Policy
- Early Help and Safeguarding Policy and the Covid 19 Annex to E-safety Policy addendum
- Data Protection Policy and Privacy notices
- ICT and Internet Acceptable Use Policy
- Online Safety Policy