

# Westwood First 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 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

### 2.1 Teachers

When providing remote learning, teachers are responsible for:

- Setting work:
  - Setting the appropriate amount of work for the age and ability of their class, in line with DfE guidance at the time
  - Setting appropriately differentiated work for their class in conjunction with their year group partner which will include a combination of daily activities, worksheets, pre-recorded video explanations by staff and videos from other sources. It may also include some live/online sessions where appropriate and possible. Videos have the advantage of being available to watch and re-watch which helps if children need explanations repeating. They can be watched at different times and so give more flexibility to fit around individual families' circumstances, routines and accessibility to devices/internet. We are aware that many children have limited access to a laptop or tablet, especially in families where there is more than one school-age child, and that internet connection can be unreliable, so paper copies will always be available.
  - Uploading work for the week (to Class Dojo or other agreed platform) by 8.30am on a Monday morning with a suggested timetable for the week (eg. when the work should be done, how long it should take)
  - Liaising with their year group partner and teaching assistants to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work
  - Ensuring that sufficient paper copies are available for children who need one
- Providing feedback on work:
  - Children should upload their completed work to Class Dojo
  - Staff should share feedback with the children via the comments box, or on the work itself if possible

➤ Keeping in touch with children/ parents:

- Staff will contact children/ parents weekly by telephone or Teams/ Zoom
- Parents may contact staff using Class Dojo messaging or via emailing/telephoning the school office. Staff will reply as soon as possible, ideally on the same day depending on the nature of the message, but within three working days. Staff are not expected to reply to messages after 5.00pm.
- Any safeguarding concerns should be referred to the DSL. The Head/Deputy should also be informed of any complaints or general concerns.
- If a child is not completing their work, in the first instance, the teacher should contact the parent to resolve the problem. If this does not work, the teacher should inform the Head/Deputy to determine what further action is needed and provide support where possible.

➤ Attending virtual meetings with staff, parents and pupils :

- If attending virtual meetings, staff should be dressed as they would be dressed for work usually
- Meeting locations need to be quiet and with nothing inappropriate in the background

When teachers are working in school as well as providing remote learning, this will be done with assistance from another member of staff where possible.

## **2.2 Teaching assistants**

When assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely, by telephone or Teams/ Zoom
- Supporting the learning of pupils who are in school, taking groups/ classes as necessary
- Attending virtual meetings with teachers, parents and pupils:
  - If attending virtual meetings, staff should be dressed as they would be dressed for work usually
  - Meeting locations need to be quiet and with nothing inappropriate in the background

When teaching assistants are working in school as well as providing remote learning, this will be done with assistance from another member of staff where possible.

## **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
- 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 an appropriate distance away from each other
- Monitoring the remote work set by teachers in their subject as part of the usual monitoring procedure
- 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 – eg through reviewing work set or asking for feedback from pupils and parents
- Monitoring the remote learning systems, including data protection and safeguarding considerations

## **2.5 Designated safeguarding lead**

The DSL (DDSLs) is responsible for responding to any safeguarding concerns raised relating to remote learning (see Safeguarding and Child Protection Policy).

## **2.6 IT staff**

IT staff are responsible for:

- 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

## **2.7 Pupils and parents**

We would like pupils who are learning remotely to:

- Be contactable during the school day
- Complete work set by teachers as close to the set timetable as possible

We would like 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 their child needs it
- Raise any concerns or complaints with staff in a respectful way

## **2.8 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 Headteacher
- Issues with behaviour – talk to the Head/Deputy head
- Issues with IT – talk to IT staff
- Issues with their own workload or wellbeing – talk to the Headteacher
- Concerns about data protection – talk to the Headteacher who will refer to data protection officer as needed
- Concerns about safeguarding – talk to the DSL/ DDSLs

## **4. Data protection**

### **4.1 Accessing personal data**

When accessing personal data for remote learning purposes, all staff members will use school devices where possible.

### **4.2 Processing personal data**

Staff members may need to collect and/or share personal data 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 – 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**

The safeguarding policy has been provided to all staff and is also on the school website: [wfs.ttlit.org.uk](http://wfs.ttlit.org.uk)

## **6. Monitoring arrangements**

This policy will be reviewed every two years by the senior leadership team. At every review, it will be approved by the full governing board.

## **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
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy