



**Severn
Federation**
Academy Trust



‘Be the best you can be: together we grow from acorns to oaks, flourishing in God’s love.’

Bream C of E Primary School

Remote Learning Policy

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

This policy outlines the school's remote learning policy for both individual pupils, classes and the whole school if needed.

We've covered the people who will typically have a role in remote learning.

2.1 Teachers

When providing remote learning, teachers must be available between 8:50am and 3:15pm.

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:
 - Children will need to access remote learning in the following circumstances: They are isolating at home for any reason, school is closed due to unforeseen circumstances – snow, burst pipe etc.
 - Teachers are expected to provide work for the children in their class.

- **In the event of a whole class/school closing the following work will be made available:**

- Daily Literacy and Maths tasks will be provided no later than 8:50am (These can be made available in advance e.g. the day before. Science and Topic learning activities will be updated weekly.
- Work will be uploaded to pupils and parents via SeeSaw. This will include a range of multimedia activities, including links to external websites such as The Oak Academy and youtube. The school will also use other online platforms including (but not limited to) My Maths and Purple Mash.
- If there is a partial closure and some children are in school, Teachers will send links to those staff in school that are covering to ensure that the learning is the same for these children.
- **In the event of an individual pupil needing to access remote learning, the following provision will be provided.**
 - On the first day of absence, pupils will be signposted to age appropriate resources to support Maths and Literacy. These will be available in paper form.

➤ Providing feedback on work:

- Pupils will send work via SeeSaw (either via an App on the online platform) or email. They can take a photo of the work and upload it for feedback. They will complete the work and then send it back to the teacher.
- When appropriate, teachers will comment and provide feedback via the app or via email.

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

- If a pupil is unable to attend school, parents should contact the school office in the usual way to report the absence. Admin staff will confirm the reason for non-attendance. If the child is ill, there is no expectation that any remote learning should take place.
- Parents and children can make contact through SeeSaw and through the class email addresses
- Teachers will answer emails when they are not providing live lessons and during school hours.
- Safeguarding concerns will continue to be logged on CPOMs. The DSL will have regular updates and contact with vulnerable families.
- Any complaints should in the first instance be dealt with by the Class Teacher and then forwarded to a member of SLT.
- Class teacher will follow up with the families failing to do the work.

➤ Attending virtual meetings/ delivering lessons:

- Dress code: Staff will be dressed appropriately in work attire when filming or taking part in live lessons. Children will be expected to be dressed – not in pyjamas (in own clothes) when taking part in live lessons.
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background) If working from home staff will ensure that background noise is kept to a minimum and that they are the only person visible on the screen. If children are taking part in online lessons then they are the only ones that should be visible.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during their 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.

Teaching assistants may be required to work with a selection of pupils so that teachers can provide the online learning.

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

- Supporting pupils who aren't in school with learning remotely
- Provide some feedback to pupils.

2.3 SENDCo / Pastoral Support

- The SENDCo will make regular contact (by phone) with all My Plan+ and EHCP children who are away from school for a period of longer than 1 week. This will be to offer additional support that the family may need in order for their child to access an appropriate curriculum.
- Those children identified as vulnerable, and those who already work with the school Listening Post will continue to have regular contact with the school. These contacts will take place via telephone.

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 – Feedback from parents, staff and children.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations – Teams and SeeSaw to be used. Report any concerns immediately to these companies.

2.5 Designated safeguarding lead

The DSL is Mrs Nicky Brice. Deputy DSLs are Mr Jordan Cox and Miss Lucy Nelmes.

The DSL will have regular contact with the families on CIN or CP and those that are considered vulnerable.

2.7 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. This will be via SeeSaw
- Complete work to the deadline set by teachers this will be checked daily.
- Seek help if they need it, from teachers or teaching assistants. They can do this by contacting the class teacher via the class email or via See Saw.
- 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 – if you know of any resources staff should point parents towards if they're struggling, include those here
- Be respectful when making any complaints or concerns known to staff

2.8 Local Academy Board

The Local Academy 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 a member of the SLT.

4. Data protection

4.1 Accessing personal data

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

Staff to access phone numbers via the school office. In the event of closure the office will email staff with the relevant phone numbers for the class.

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.

Staff to not share any email addresses with other people – not to use reply to all.

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
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5. Safeguarding

We have created an addendum to the Child Protection and Safeguarding Policy that can be accessed on our website.

6. Monitoring arrangements

This policy will be reviewed annually by SLT. At every review, it will be approved by the Local Academy Board.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child Protection and Safeguarding Policy and coronavirus addendum to our child protection policy

- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy