

# Remote Learning Policy

## Ramshaw Primary School



**Approved by:**

Liz Sturrock: Head  
Teacher

Rachel Webb: Chair  
of Governors

**Date:** 11.9.2020 Reviewed  
and updated January 2021

**Last reviewed on:**

January 2021

**Next review due by:**

April 2021

## **1. Aims**

This remote learning policy for staff aims to:

- › Ensure consistency in the approach to remote learning for pupils
- › 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**

### **Teachers**

When providing remote learning, teachers will be available between 8:30 am and 4pm and will respond during those 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 providing remote learning, teachers are responsible for:

#### **› Setting work: For individuals in self-isolation**

Teachers will post the work on Class Dojo for those individual students to access. This will be the work which the class are completing in school that day.

#### **Setting work: For whole class**

Creating a weekly timetable of work for their year group in liaison with year group partners. This must include subjects from across the curriculum.

- Phonics – review tasks, English, Maths, Reading, Foundation subjects to follow the timetable for that day
- This work will be set (by 9am each morning )
- The work will be uploaded onto Class Dojo our remote learning platform
- Teachers will liaise with other teachers, including those teaching in school, to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work through the offer to loan a laptop.

#### **› Providing feedback on work:**

- Pupils/parents are asked to upload their work to Class Dojo or screen shot/take a photo and email via class dojo
- Teachers will provide and share their feedback with pupils via Class Dojo/email

#### **› Keeping in touch with pupils who are not in school and their parents/carers:**

- If a child/family is self-isolating parents to keep in contact via class dojo/email/telephone call daily.
- All emails will be answered between the hours of 8:30 – 4pm daily. If a parent emails after this time they will be responded to on the next available working day (Monday to Friday).
- How they should handle any complaints or concerns shared by parents and pupils – for any safeguarding concerns, refer teachers to the section below
- Where a family is unable to access Wi-Fi, laptop/device a loan of a laptop will be offered in the first instance. Additional Wi-Fi data can be applied for on the parents' behalf by the school (criteria applies).
- All work is expected to be completed as if the child was in school. Where there is a genuine reason why a child is unable to complete they must contact the relevant teacher via Class Dojo/email.

### › Attending virtual meetings with staff, parents and pupils:

- Dress code – teachers are expected to wear work clothes when holding virtual meetings with parents and pupils and other members of staff.
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

*At this time Teachers at Ramshaw Primary School are not expected to provide live online teaching or attend virtual meetings with parents. However, teachers will endeavour to provide video messages on our learning platform where appropriate and we hope to be able to offer a 'live' session each week for questions and answers in the near future. If this becomes appropriate there is the following guidance available: [guidance from the UK Safer Internet Centre on safe remote learning](#) includes detailed advice on live, online teaching, and the [safeguarding guidance from London grid for learning \(LGfL\)](#) includes platform-specific advice.*

## Teaching assistants

When supporting remote learning, teaching assistants must be available for their individual contracted hours (e.g. between 8:30 – 4pm)

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 supporting remote learning, teaching assistants are responsible for:

### › Supporting the teachers in supporting pupils who are not in school with learning:

- Providing support through any additional differentiated resources which may be needed and providing specialist equipment for their use at home e.g. a writing slope.

### › Attending virtual meetings with teachers, parents and pupils:

- Dress code – TA's are expected to wear work clothes when holding virtual meetings with parents and pupils and other members of staff.
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

## Subject leads (including SENDCO)

Alongside their teaching responsibilities, subject leads are responsible for:

- › Considering whether any aspects of the curriculum need to change to accommodate remote learning and to meet the needs of individual children
- › Consider how approaches to remote learning are integrated into the wider curriculum design
- › 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 reasonable and age-appropriate
- › Monitoring the work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- › Alerting teachers to resources they can use to teach their subject remotely

## **Pastoral Support**

Teachers will keep in regular contact with the children in their class. The school will monitor engagement in online learning and identify if there are any factors that are barriers to remote learning.

## **Senior leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- › Co-ordinating the remote learning approach across the school
- › Understanding how approaches to remote learning are integrated into the wider curriculum design
- › Monitoring the effectiveness of remote learning – through regular meetings with teachers and subject leaders, reviewing work set or using feedback from pupils and parents
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## **Designated safeguarding lead**

The DSL is responsible for:

[KCSIE Safeguarding School Policy 2019-2021](#)

[KSCIE COVID-19 Annex \(1\)](#)

## **IT staff / Computing lead**

IT staff are responsible for:

- › Fixing issues with systems used to set and collect work
- › Helping staff and parents with any technical issues they may experience
- › 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

## **Pupils and parents**

Here at Ramshaw Primary School we aim to keep the structure of the school day the same as if the children were in school. Therefore we ask that Maths and English work be completed and returned by lunchtime in order for teachers to mark and give feedback ready for the next day.

### **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
- › Be respectful and timely when raising any concerns to staff

## **Governing body**

The governing body is responsible for:

- › Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible and is integrated into the wider curriculum design
- › 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:

- › Issues in setting work –relevant subject lead or SENDCO
- › Issues with behaviour – relevant teacher or senior leader
- › Issues with IT –IT staff /Computing leader
- › Issues with their own workload or wellbeing – Head teacher
- › Concerns about data protection –data protection officer (Simon Jackson)
- › Concerns about safeguarding –DSL (Liz Sturrock)

## **4. Data protection**

### **4.1 Accessing personal data**

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

- › All staff have access to office 365/Durham extranet through a secure password.
- › SLT have the ability to locate personal details of families when required through securely accessing SIMS. SLT are not to share their access permissions with other members of staff.
- › School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils
- › [Acceptable Use Policy.pdf](#)

### **Processing personal data**

Staff members may need to collect personal data, such as email addresses, as part of the remote learning system.

Staff are reminded to collect as little personal data as possible online and to use school communication systems, not personal details or devices.

### **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**

[KCSIE Safeguarding School Policy 2019-2021](#)

[KSCIE COVID-19 Annex \(1\)](#)

## **6. Monitoring arrangements**

This policy will be reviewed as and when updates to home learning are provided by the government by Liz Sturrock (Head teacher). At every review, it will be approved by Mrs R. Webb (Chair of Governors).

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

This policy is linked to our:

- › Behaviour policy
- › Safeguarding policy
- › Data protection policy and privacy notices
- › Home-school agreement
- › ICT and internet acceptable use policy
- › Online safety policy