

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.



Cramlington Village Primary School

Remote Learning Policy

November 2022

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Policy Title	Remote Learning Policy
Policies that interrelate	Behaviour policy Data protection policy and privacy notices Home-school agreement ICT and internet acceptable use policy Online safety policy
Governor Committee responsibility	Education Committee
Date of last review	June 2021 Nov 2022
Reviewer name and position	Deborah Wylie Principal Education Committee
Date of next review	October 23
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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. Use of remote learning

All pupils should attend school, in line with our attendance policy.

We will consider providing remote education to pupils in circumstances when in-person attendance is either not possible or contrary to government guidance.

This might include:

- Occasions when we decide that opening our school is either:
 - o Not possible to do safely
 - o Contradictory to guidance from local or central government
- Occasions when individual pupils, for a limited duration, are unable to physically attend school but are able to continue learning, for example because they have an infectious illness

3. Roles and responsibilities

3.1 Teaching teams

When providing remote learning, teachers and assistant teachers must be available between usual school hours of 8.30 to 11.45 and 1pm to 3.30pm with the usual 45/30 minute lunchtime.

If staff 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 following the usual absence procedures. When providing remote learning, teachers should:

- Provide pupils with access to remote education as soon as reasonably practicable, though in proportion to the length of absence and disruption to the learning of all learners

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- Make reasonable adjustments for pupils with SEND to access remote education, where required, informed by relevant considerations including the support families will require and the types of services that pupils can access remotely

Teaching teams are also responsible for:

- Setting work – for their own classes or on occasion for other classes if they are shared across classes in their usual working arrangements. Enough work will be set for pupils to ensure that they can work remotely for:
 - 3 hours a day on average across the cohort for Key Stage (KS) 1, with less for younger children
 - 4 hours a day for KS2
- Work will be set in time for pupils when they are due to open their remote devices, from 8.30 in the morning.
- staff will use the accepted online platforms such as google classroom, class Facebook pages, and Seesaw depending on which age groups they teach
- Staff will provide online feedback to pupils on work they have completed. This may include aspects such as:
 - Annotated online work shared online
 - recorded verbal messages passed on through platforms such as google classroom
 - Verbal messages fed back during live lessons when whole classes are learning remotely
- School staff will keep in touch with pupils for pastoral support and for welfare checks as follows:
 - by email, phone calls, facetime, video calls, and private facebook messages
 - It is not expected that staff answer emails outside of usual working hours, nor to conduct any welfare checks/pastoral meetings outside of usual working hours
 - usual procedures for safeguarding concerns should be followed, including CPOMS notifications of incidents, and discussions with DSLs as appropriate
 - Incentives could be provided to complete work, and if it is uncompleted appropriate sanctions should be considered
 - The ideal when all pupils are learning remotely is that online live lessons take place which allows strong connections to continue between home and school
- When staff are not able to attend school and are teaching from home using live lessons, or meeting from home, it is expected that
 - The usual appropriate dress code is followed
 - You are mindful of the background offered where you teach or meet from. For example posters with swearing, or scantily clad members of the family would be inappropriate

Remote lessons will only take place with live lessons when the whole class is learning remotely. It was found that teaching partly to a class in school and partly to pupils who are

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remote learning, is incredibly stretching and not possible to do both properly. Therefore live lessons will only be offered remotely when whole classes are not in school.

3.2 School subject leaders

A member of the senior leadership team will assume responsibility for the remote learning programme. Subject leaders will also have responsibility 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 – 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

3.3 Senior leaders

Sarak Koratzitis has overarching responsibility for the quality and delivery of remote education as Vice Principal with responsibility for the Quality of Teaching and Learning.

Alongside any teaching responsibilities, senior leaders should continue to use the school's digital platform for remote education provision and make sure staff continue to be trained and confident in its use.

They should continue to overcome barriers to digital access where possible for pupils by, for example:

- Distributing school-owned laptops accompanied by a user agreement or contract (if possible)
- Securing appropriate internet connectivity solutions where possible
- Providing printed resources, such as textbooks and workbooks, to structure learning, supplemented with other forms of communication to keep pupils on track or answer questions about work
- Having systems for checking, ideally on a daily basis, whether pupils learning remotely are engaging in its use, and work with families to rapidly identify effective solutions where engagement is a concern

They are also responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning – explain how they'll do this, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Fixing issues with systems used to set and collect work

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- 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

3.4 Designated safeguarding lead (DSL)

The DSL is responsible for:

the full implementation of school responsibilities in relation to fulfilling the child protection policy.

3.5 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, from teachers or assistant teachers
- Alert teachers if they're not able to complete work
- Act in accordance with normal behaviour rules / conduct rules of the school (and any specific online behaviour rules where applicable)

Staff can expect parents with children learning remotely to:

- Engage with the school and support their children's learning and to establish a routine that reflects the normal school day as far as reasonably possible
- 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

3.6 Trustee Board

The governing body is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains of as high a quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

4. 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 class teacher or assistant teacher
- Issues with behaviour – talk to the class teacher or assistant teacher
- Issues with IT – talk to the class teacher or assistant teacher
- Issues with their own workload or wellbeing – talk to your line manager

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- Concerns about data protection – talk to the data protection officer, the person in the role of office manager
- Concerns about safeguarding – talk to the DSL and record onto cpoms

5. Data protection

5.1 Accessing personal data

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

Explain:

- How they can access the data, such as on a secure cloud service or a server in your IT network
- Which devices they should use to access the data – if you've provided devices, such as laptops, make staff use these rather than their own personal devices

5.2 Processing personal data

Staff members may need to collect and/or share personal data such as their school email address 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. The school will follow its data protection policy / privacy notice in terms of handling data.

However, staff are reminded to collect and/or share as little personal data as possible online, and to remind themselves of their duties in terms of data protection in accordance with the school's policies and procedures.

5.3 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)
- Never sharing passwords with other staff
- 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

6. Monitoring arrangements

This policy will be reviewed annually by the Vice Principal with responsibility for Teaching and Learning. At every review, it will be approved by the Education Committee of the Governing Body.