Cherry Lane Primary School

Remote Learning Policy

Written by:	Nicky Tranter	**Date:**	January 2021
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Contents

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 must be available between 8:30 and 3:30

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 –

- o Year groups should plan the online sessions and accompanying work together, to ensure consistency

- o Work needs to set for the whole class / year group and differentiated accordingly for higher and lower achievers

- o The equivalent of three hours for Reception and Key Stage 1 and four hours for Key Stage 2 should be set daily

- o Work must be set in time for the start of each day, or if set earlier it must be clear which day work should be completed on

- o Work must be uploaded to Purple Mash with any necessary instructions , timetables / other weblinks. If needed these instructions can be emailed directly to families. Reference should be made to online lessons eg. Oak National Academy

> Providing feedback on work –

- o Pupils can submit completed 2Dos via Purple Mash or send any other completed work to teachers via Purple Mash as a 2Do or via 2Email

- o Work that is submitted as a 2Do can be fedback on through Purple Mash. Other work that is received can be fedback on via email.

- o Feedback should be given within 48 hours of receipt of the work
- Keeping in touch with pupils who aren't in school and their parents –
    - o Pupils are expected to make regular contact, and log in to Purple Mash at least once per day
    - o Emails received in the Purple Mash email or teacher's email from parents and pupils are to be checked between 8:30am and 3:30pm, Mon- Fri. Emails must be replied to within 24hrs. Only send replies between these times. Anyone can respond to the class email enquiries in Purple Mash from that year group, it does not have to be the actual class teacher as they may have teaching responsibilities
    - o Any complaints or issues that are received are to be dealt with professionally by the class teacher or year team, and the person who responds should forward a copy of the communication to a member of SLT. If necessary teachers to contact a member of SLT for advice (see emailing tips and strategies in the appendix)
    - o Teachers should keep regular contact with pupils and families via email. Contact should be polite and encouraging. Teachers must adhere to the email policy and not give out any personal details.
    - o Any concerns about pupils who are not engaging in learning should be forwarded to a member of SLT / inclusion team who will contact the parents directly. These phone calls may be made by the pastoral team.
- Attending virtual meetings with staff, parents and pupils –
    - o Take a register of pupils attending
    - o Professional dress code
    - o Appropriate location to be used, e.g. do not host a Zoom from a bedroom or with family in the background, avoid areas with background noise, nothing inappropriate in the background
    - o If teachers will also be working in school, SLT to discuss who'll cover the responsibilities during the time of a zoom eg. LSA to supervise the pupils in school

2.2 LSAs

When assisting with remote learning, teaching assistants must be available between 8:30 and 3:30.

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 assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely – cover details like:
    - o As per Inclusion Team requirements
    - o Preparing 'work packs' where requested
- Attending virtual meetings with teachers, parents and pupils (eg. therapies / sessions with 1:1 pupils):
    - o Professional dress code
    - o Appropriate location to be used, e.g. do not host a Zoom from a bedroom or with family in the background, avoid areas with background noise, nothing inappropriate in the background Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)
    - o If sessions are 1:1, parents must also be in attendance

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Monitoring the work set by teachers in their subject
- Reviewing work set weekly on Purple Mash and the school website

> Reviewing your current subject in the light of home learning throughout school closure in line with the 2020-21 action plan

> 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

> 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 – SLT ~ Head and deputy overall / Inclusions Team pupils with EHCPs and SEN needs

> Monitoring the effectiveness of remote learning – reviewing work set by teachers weekly, monitoring Purple Mash, co-hosting zooms, monitoring email correspondence between parents and teachers

> Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

➢ Maintaining contact, collating, passing on information and responding to any concerns via Safeguard my School

➢ Updating the Safeguarding Policy and including any additional actions needed during school closure in an addendum

2.6 IT staff

IT staff are responsible for:

> Fixing issues with systems used to set and collect work

> Assisting pupils and parents with accessing the internet or devices

> Creating and overseeing Purple Mash logins

> 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

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

> Be contactable during the school day between 8:30 and 3:30, but we do not expect pupils to 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 LSAs

> 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 can't complete work

> Seek help from the school if they need it – using learningadvice@cherrylane.hillingdon.sch.uk

> Be respectful when making any complaints or concerns known to staff

2.8 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

> 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 phase leader, SLT relevant subject lead or SENCO

> Issues with behaviour – talk to the relevant phase leader

> Issues with IT – talk to IT technician or computing lead

> Issues with their own workload or wellbeing – talk to their line manager

> Concerns about data protection – talk to the data protection officer (Via the School Business Manager)

> Concerns about safeguarding – talk to the DSL (Nicky Tranter, Sarah Daniels, Anna Kennedy, Alice Carroll)

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 Safeguard my School to record any parent contact or concerns about children. Ensure you log out after use. Do not allow access to the site to any third party.
➢ Teachers are able to access parent contact details by requesting them securely via SIMs
➢ 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.

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 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 and if they do ensure it is password protected.

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 the following for updates concerning safeguarding in relation to home learning.

➢ COVID-19 amendments to the Child Protection Policy also details reference to remote learning curriculum and risks online.

6. Monitoring arrangements

This policy will be reviewed as and when updates are received from the government by Sarah Daniels (Deputy Head). At every review, it will be approved by Nicky Tranter (Co-Headteacher and SLT).

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
> ICT and internet acceptable use policy
> Online safety policy