



# Remote Learning Policy

This policy has been approved by the School.

Headteacher: John Myers

Date: 11<sup>th</sup> March 2024

## Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school as their year group is closed or they are isolating.
- Set out expectations for all members of the school community with regards to remote learning.
- Provide appropriate guidelines for data protection.

## Roles and responsibilities

### Teachers

Remote Learning for class or year group isolation

- When providing remote learning, teachers must be available between 9am and 3pm.
- If teachers 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 the following:

- Setting work
  - To provide work for their own class and be prepared to set the same for the parallel year group class, daily English, Maths and wider curriculum task.
  - To schedule work to go onto Google Classroom for 8.30am each day (at the latest.)
  - To ensure that the same lessons will be taught across both year group classes.
  - To cater for the needs of all children in their class and provide varied tasks for children sharing devices (individual Remote Learning exercise books provided)
- Providing feedback on work
  - Children will be asked to return work at the end of each day.
  - Teachers will provide feedback on work (celebrating work learning intentions being achieved and identifying next steps for learning in the feedback box in Google Classroom.) NB. There may not be feedback on every piece of work. As in school Marking and Feedback policies, teachers should decide where to provide quality feedback to move children on in their learning.
  - Parents can email photographs of completed work directly to the class teacher.
- Keeping in touch with pupils who aren't in school and their parents:

- Daily Google Classroom Meetings will take place, for all children to attend. Meetings will be for the whole class for 20 - 30 mins. The class teacher will set the time and record the meeting.
- The stream on Google Classroom will be open for an hour in the morning and an hour in the afternoon for the children to communicate with each other and the class teacher. Class teachers will be responsible for turning on and off their class stream.
- Parents may use Google Classroom to ask questions to aid their children's understanding. For more technical questions or concerns, parents will need to email their child's class teacher through the year group email address. Questions will be responded to within 2 school days where possible.
- Teachers will contact parents if there are behavioral issues or when children are not engaging with remote learning.
- Attending virtual meetings with staff, parents and pupils
- Ensuring that Google Meet expectations are followed and sharing concerns with senior leaders if necessary.

### **Remote Learning for Individual Isolating Children**

Attendance is mandatory for all pupils of compulsory school age. All Saints 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 school leaders decide that it is not possible for their setting to open safely, or that opening would contradict guidance from local or central government
- occasions when individual pupils, for a limited duration, are unable to physically attend their school but are able to continue learning, for example pupils with an infectious illness

**NB - Remote learning will not be set for unauthorised absences e.g. parental choice or holidays**

### **Teaching Assistants/Nursery Nurses**

- When assisting with remote learning, teaching assistants/Nursery Nurses must be available between 9am and 3pm (or within their contracted hours).
- If Teaching Assistants/Nursery Nurses 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 assisting with remote learning, Teaching Assistants/Nursery Nurses are responsible for the following:
  - Attending virtual meetings with teachers, parents and pupils
  - Following Google Meet Expectations
  - Providing differentiated support for children under the guidance of the teacher
  - Provide feedback for children
  - Contacting and liaising with families under the direction of the class teacher

### **Senior leaders**

Alongside any teaching responsibilities, senior leaders are responsible for the following:

- Co-ordinating the remote learning approach across the school

- Monitoring the effectiveness of remote learning – through regular meetings with teachers and subject leaders, by reviewing work set and monitoring feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Communicating with families to ensure children are engaged and following behavioural expectations
- Be aware of families without internet connectivity and endeavour to provide children with laptops and support when required
- Ensure that staff have appropriate resources to implement the Remote Learning Policy
- Assisting pupils and parents with accessing the internet or devices

### **Designated Safeguarding Lead**

The DSL is responsible for ensuring the safety and wellbeing of the pupils. This includes ensuring that they understand how to keep safe online. The DSL will liaise with other staff to support the welfare of all pupils and enable them to learn remotely whilst being happy and safe at home.

### **IT Staff**

The Admin team and 123ICT 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.

### **Pupils and Parents**

Staff can expect pupils learning remotely to:

- Complete work to the deadline set by teachers
- Be contactable during the school day via Google Classroom.
- Seek help if they need it, from teachers or Teaching Assistants/Nursery Nurses.
- 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
- Be respectful when making any complaints or concerns known to staff

### **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

### **Who to contact**

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Setting work – talk to the class teacher or SENCO
- Issues with behaviour – talk to Headteacher/Deputy Headteacher

- Issues with IT – email office.3859@all-saints.oxon.sch.uk and they will contact 123ICT where needed
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to a DSL

## **Data protection**

### **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

### **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