Chapel St Leonards Primary School

Remote Learning Guidance

1. Aims

This remote learning guidance 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 9.00am 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:

- o Teachers will be responsible for setting work for their classes on each day that the class is closed

- o Children will be provided with four lessons of work per day.

- o Work for the day will be shared with the children each morning between 9am and 9.30am.

- o Tasks will be shared via Microsoft Teams

- o All worksheets and work books that the children may need will be provided (together with appropriate equipment)

> Providing feedback on work:

- o Children will be able to upload completed work or photograph completed work.

- o Teachers can add written feedback on work submitted via Teams and can provide verbal feedback through Teams too.

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

- o Contact is expected with every child for every day the they are working from home. Initially via Teams and through completed work.

- o Teachers are only expected to set and respond to work between the times of 9.00am and 3.15pm.

- o Any concerns parents or pupils have should be addressed by the class teacher in the first instance and then passed on to a member of the Leadership Team. For any safeguarding concerns should follow the guidance detailed below.

- o Inappropriate behaviour during online meetings will be addressed through direct contact with parents and carers by either the class teacher or member of the Leadership Team depending on the severity issue.

> Attending virtual meetings with staff, parents and pupils:

- o All participants in virtual meetings should be appropriately dressed for contact with children and families.
- o There will always be two members of school staff in attendance at virtual meetings held via Microsoft Teams.
- o Staff should avoid working in areas with background noise and should make sure the background is filtered or is inconspicuous.
- o Participants should mute their microphones unless they are talking directly and should raise their hand to contribute to the virtual meeting.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9.00am 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 assisting with remote learning, teaching assistants are responsible for:

> Preparing work for pupils who they work with regularly

- o Teachers may ask teaching assistants to provide support for pupils in line with their SEND PSP plans.
- o Under the guidance of the teacher undertake feedback for particular pupils with whom they regularly support.

> Attending virtual meetings with teachers, parents and pupils:

- o All participants in virtual meetings should be appropriately dressed for contact with children and families.
- o There will always be two members of school staff in attendance at virtual meetings held via Microsoft Teams.
- o Staff should avoid working in areas with background noise and should make sure the background is filtered or is inconspicuous.
- o Participants should mute their microphones unless they are talking directly and should raise their hand to contribute to the virtual meeting.

> Other directed/administrative tasks:

- o Other tasks should be completed when virtual meetings/teaching/support is not taking place as directed the by the class teacher

2.3 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 – 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.

2.5 Designated safeguarding lead

The DSL is responsible for:

Insert details from your child protection policy or any addendum to it (we have a model you can adapt here).

2.6 IT support staff

Trust Strategic Leader and ARK Technician staff 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
> Assisting pupils and parents with accessing the internet or devices

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

Insert details, such as:

> 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 teaching assistants
> Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

> To be present when online meetings are taking place.
> 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 School Board

The Local School 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

4. Data protection

4.1 Accessing personal data

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

> Access data and files on the secure cloud.

> Use only devices provided by the school to access the data and complete work.

> Report immediately to the ARK technician any hardware or software issues.

> Not use their own personal devices for any remote learning unless specific permission has been granted by the Headteacher.

4.2 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)

> 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

This guidance should be read in conjunction with the school's Safeguarding and Child Protection policy and the latest version of KCSIE. Any concerns should be logged and any issues should be discussed with the DSL or Deputy DSL in their absence.

6. Monitoring arrangements

This Guidance will be reviewed yearly by Graham Almond (Headteacher)]. At every review, it will be approved by the Local Governing Board.

7. Links with other policies

This Guidance is linked to our:

> Behaviour Guidance and coronavirus addendum to our child protection policy

> Child protection policy and coronavirus addendum to our child protection policy

> Data protection policy and privacy notices

> Home-school agreement

> ICT and internet acceptable use policy

> Online safety policy