


Rise Park Primary and Nursery school

Remote Learning Policy



Signed by Chair of Committee	
Print Name	Jeanette Kirkby
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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
- Ensure pupils remain in school if it is safe to do so

2. Roles and responsibilities

- The headteacher and Deputy Headteacher are responsible for ensuring that all pupils receive quality education
- The school's DSL's are responsible for ensuring that all children are safe in Education
- The SENCO will be responsible for ensuring that the work provided for all pupils supports their progress.

2.1 Teachers

When providing remote learning, teachers must be available for the hours they would be working in school.

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:

- Teachers will provide work for their own class but subject leads may be asked to plan other class work in addition to their own to cover teacher absence. If this is the case appropriate additional time will be given.
- Each teacher is required to provide the equivalent of the school day's work which is 5 hours 10 mins learning consisting of a -:
 - daily Mathematics lesson of 45 mins using school White Rose materials and videos,
 - daily Spelling 15mins
 - daily shared reading lesson 45 mins
 - daily Writing lesson 45mins to include punctuation and grammar
 - Science 60-90 mins weekly
 - Spanish 25mins weekly
 - Computing 40mins weekly
 - PE 2 hours per week

- Learning challenge activities 90 mins weekly
- Art/DT 60 mins weekly
- PSHE 30mins weekly designated lesson '
- Work is uploaded by 8.30 on the same working day
- All staff are very familiar with the learning platform and support can be gained from school admin or leadership team if necessary
- Subject leads are responsible as part of their monitoring role for ensuring quality of teaching remotely. Teachers have access to all class blogs
- Teachers/TA's will contact parents in the first instance to discuss reasons for any non- completion of work
- Attending virtual meetings with staff, parents and pupils
 - Normal smart casual dress code
 - Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)
 - These meetings are formal and therefore formal behaviour is expected

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available as they would for their normal working hours

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 by providing feedback as agreed with class teachers.
- Carrying out activities directed by our SENCO
- Uploading team tasks as appropriate.
- Working under the guidance of their allocated class teacher

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Monitoring the remote work set by teachers in their subject
- 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

Monitoring the effectiveness of remote learning – Through regular QA meetings with SMT/SLT

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

Organising rota systems for staff as required

2.5 Designated safeguarding lead

The safeguarding policy including COVID appendix is on the school website.

Our current DSL's are Jo Keely (Headteacher), Caroline Wilson (Deputy Head) and our ADSL Kim Wenyon (Assistant Headteacher)

The DSL is responsible for:

Coordinating visits to vulnerable pupils who are not in school.

Liaising with external agencies

Monitoring chronologies and running records

Ensuring referrals are made in a timely manner

2.6 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

- School Office staff are responsible for
- Assisting pupils and parents with accessing the internet or devices
- Helping staff and parents with any technical issues they're experiencing

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day via parents – 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:

The school has lots of resources for parents and children on the website

- 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
- Any pupil disadvantaged by not having access to technology will be able to loan a school IPAD .
- Any pupil disadvantaged by not having access to the internet will be able to access a print out of the blog. Parents will be responsible for arranging collection of and delivery back of any paper based materials.

2.8 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

3. Who to contact

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

Here are some suggested issues and the most likely points of contact, but adapt and add to this as needed:

- Issues in setting work – talk to the relevant subject lead or SENCO
- Issues with behaviour – talk to the SENCO / DSLs
- Issues with IT – talk to IT staff/ office staff
- Issues with their own workload or wellbeing – talk to HT
- Concerns about data protection – talk to the data protection office-
- Concerns about safeguarding – talk to the DSL

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes,

- Staff accessing personal data such as phone numbers/address or assessment information use Nottingham schools IT managed secure systems remote access. Staff present in school have access to the schools server.

School issued laptops or devices must be used to access remote access and the school server. No use of personal devices to use remote access.

4.2 Processing personal data

However, staff are reminded to collect and/or share as little personal data as possible online.

Staff members may need to collect and/or share personal data such as parent contact numbers 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.

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

The school's Safeguarding policy can be found on the school website or on 'My Concern' (staff).

6. Monitoring arrangements

This policy will be reviewed at least yearly and after a period of sustained remote learning by a group of pupils or whole school (4 weeks minimum) At every review, it will be approved by The Governing Body .

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
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy