



Remote Learning Policy

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 9.00am-3.15pm.

For the first 2 days of a bubble closure, a 2-day emergency plan will be activated and thereafter remote teaching will commence.

If they 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:

- Setting work:
 - For their own class alongside their year group team.
 - That will fill a normal school day.
 - And uploading the work onto the remote learning platform.
- Providing feedback and/or marking:
 - Through the remote learning platform as appropriate.
- Keeping in touch with pupils who aren't in school and their parents:
 - Through the remote learning platform.
 - Using Teams/telephone/office @tavistock.hants.sch.uk email as appropriate during school hours 9.00am-5.00pm.
 - By monitoring noise and background interference e.g. from other persons.
 - Complying with our safeguarding policy.

2.2 Learning Support Assistants and Special Needs Assistants

If assisting with remote learning, teaching assistants must be available during their contracted hours and follow the safeguarding guidance in section 5.

If 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.

2.3 Year Leaders

Alongside any teaching responsibilities, year leaders are responsible for:

- Co-ordinating the remote learning approach across their year group.
- Monitoring the effectiveness of remote learning through regular meetings with teachers, reviewing work set or reaching out for feedback from pupils and parents.

2.4 Senior Leadership

The Headteacher, Joanne O'Connor, is responsible for monitoring the security of remote learning systems, including data protection (alongside Jan Cox, GDPR officer) and safeguarding considerations.

- Agile ICT support the school's IT systems sending monthly security reports, which are monitored by the Governing Body.
- Google Classroom (incorporating gSuite and Wonde) has appropriate GDPR policies in place.

2.5 IT staff

IT and/or teaching staff, with support from Agile ICT 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 remote learning system through their pc/device.

2.6 Pupils and parents

Staff can expect pupils, with support from parents, learning remotely to:

- Be contactable during the school day – although they may not always be in front of a device the entire time.
- Complete work to the deadline set by teachers.
- Seek help from their teachers if they need it.
- 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 cannot complete work.
- Check online resources if they are experiencing difficulties before contacting school e.g. this guide for using Google Classroom <https://www.popsugar.co.uk/parenting/parents-guide-to-google-classroom-47340427>
- Be respectful when making any complaints or concerns known to staff.

2.7 Governing Body

The governing body is responsible for:

- Monitoring the school's remote learning provision, to maintain the highest standards of education for our children.
- Ensuring appropriate data protection, safeguarding and online safety policies and procedures are in place to give staff confidence when using the remote learning systems.

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 their Year Leader or SENDCO
- Issues with behaviour – talk to the Headteacher, Joanne O'Connor
- Issues with IT – talk to IT staff
- Issues with their own workload or wellbeing – talk to the Headteacher, Joanne O'Connor
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DSL, Joanne O'Connor or Deputy DSL, Melanie Haworth

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes, the school will:

- Follow the school's GDPR policy.
- Only use personal data provided by parents to school stored on our secure server managed by Agile ICT.
- Ensure staff use school laptops and/or computers and not their own personal devices.
- Only provide remote learning through Google Classroom.

4.2 Processing personal data

Staff members will need to collect and/or share personal data such as email addresses as part of the remote learning system. This data is provided by consenting parents on entry to school and it is stored following the school's GDPR policy.

However, staff are reminded to only collect and/or share personal data essential for the provision of remote learning and nothing more.

4.3 Keeping devices secure

Agile ICT manage the security of school devices.

All staff members will take appropriate steps to ensure their devices remain secure. This includes:

- 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 any external 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

All staff have a responsibility to safeguard children at Tavistock Infant School following the Safeguarding and Child Protection Policies.

- Staff must also follow the guidance in the Online Safety Policy when delivering remote learning or communicating with parents.
- Staff must use school laptops and/or computers and not personal devices.
- For any safeguarding concerns, teachers must follow guidance in the Safeguarding Policy and report any concerns to the DSL Joanne O'Connor or DDSL Melanie Haworth as per policy guidance.
- Staff should follow dress code guidance in the Code of Conduct Policy when delivering remote learning or remote communications with parents.
- Where possible remote communications should be between 9.00am -5.00 and in school. If a staff member is working from home the location of the remote communication should ideally be in an area without background interference.

6. Monitoring arrangements

This policy will be reviewed annually and approved by the Governing Body.

7. Links with other policies

This policy is linked to our:

- Care and Control policy
- Child protection policy and Safeguarding policies
- GDPR policy
- Online Safety Policy

Signed on behalf of the Governing Body:

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Name:

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Date

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Review Summer 2021