NETHERFIELD
PRIMARY SCHOOL

Remote Learning Policy

Date of last review: Summer 2021
Date of next review: Summer 2022

Contents

1. Vision
2. Policy aims
3. Roles and responsibilities
4. Data Protection
5. Safeguarding
6. Monitoring
7. Policy Control

1. Vision

Our mission is to achieve excellence for ALL children in our school through their learning and our teaching.

We believe in the development of the whole child so that all our children live life in all its fullness through exciting learning experiences.

We have high expectations of ourselves in providing a positive climate for high academic achievement as well as for children's confidence, character and motivation to learn for life in modern Britain.

2. POLICY 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
> Is a policy document that adheres to and supports Government legislation.

3. ROLES AND RESPONSIBILITIES
Headteacher

Strategic overview of the planning to include contingency planning and support, ensuring the policy and guidance is being used with all best endeavours and oversee the wellbeing and practicalities of reasonable delivery by all staff as well as the best endeavours to ensure cohesive remote education that aligns with curriculum planning in school.

Monitor the effectiveness of remote learning by gaining feedback from parents, checking the quality of learning completed and sometimes observing learning blocks on class dojo. Ensure behaviour management online aligns with school expectations and policy. Ensure a robust and rigorous response to safeguarding and e-safety in line with guidance as defined in the Safeguarding Policy and Addendum and our equality statements. Provide a high quality CPD opportunity to support all staff with the development needed to deliver remote learning.

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To ensure provision for vulnerable learners is monitored closely and that planning is adapted to meet needs in an inclusive approach and all best endeavours. To ensure close connectivity with vulnerable pupils during any lockdown and support teachers in delivering inclusive approaches to access.

Senior leaders and subject leaders

Alongside their teaching responsibilities, subject leads are responsible for:

> Considering whether any aspects of the subject curriculum need to change to accommodate remote learning

> Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent

> 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

> Monitoring the remote work set by teachers in their subject – through staff meeting discussions and informal support and discussions.

> Alerting teachers to resources they can use to teach their subject remotely

Class Teachers

To ensure a timetable of high quality learning that supports remote learning and to monitor & encourage pupils task completion and engagement in learning at home. To provide the crucial link with families to ensure they are supported to access and help with remote learning and that they are also keeping children on track with learning that is high quality. To maintain registers and keep in touch logs (on dojo) and to keep e-safety high profile with learners. Where needed to support colleagues isolating and share specialisms across classes to support contingency planning. Access CPD and online training and engage in wider CPD networks so that subject knowledge for remote learning is developed.

When providing remote learning, teachers and teaching assistants must be available to children between 8.45am and 3.15pm.

Teaching Assistants

Supporting class teachers with remote learning resource preparation. Leading sessions remotely under the guidance of their class teachers. Supporting cover arrangement and

contingency planning where needed. Supporting the class teacher with wellbeing checks and preparation of materials that support inclusion.

Governors

Support school leaders with thinking about contingency planning and bring a critical friend approach to school decision making about remote learning. Receive reports and updates about how successful remote learning is. Undertake safeguarding monitoring to check systems against the SG policy and Addendum. Ensure the wellbeing of staff is monitored.

Pupils and parents

Staff can expect **pupils** learning remotely to:

> Be contactable during the school day

> 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

> Join online where access allows, even if this is for short periods on a mobile phone.

> Follow behaviour expectations and e-safety acceptable use policy.

Staff can expect **parents** with children learning remotely to:

> Ensure children register their attendance daily with their class teacher

> Make the school aware if their child is sick or otherwise can't complete work

> Ensure contact is maintained so staff can fulfil their duty of care in updating their keep in touch logs

> Ensure children complete their home learning tasks on time and to a high standard.

> Seek help from the school if they need it – staff should utilise the Oak Academy and any other resources they feel will be helpful

> Be respectful when raising any concerns to staff and follow the complaints policy

> Not use social media or other channels to raise concerns

> Allow at least 48 hours for email queries to be responded to

4. DATA PROTECTION

Accessing personal data

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

> Ensure passwords for pupil logins are maintained only within the secure areas of Microsoft staff teams and/or Class Dojo

> Access personal information for communication only from our secure Bromcom platform only on school approved devices.

> Ensure communications to parents and carers through email contact using their school email

Processing personal data

Staff members may need to collect and/or share personal data such as keep in touch logs 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.

However, staff are reminded to collect and/or share as little personal data as possible online and only in class dojo or when using our Bromcom MIS system.

Keeping devices secure

Laptops and school devices must be encrypted and password protected.

Backgrounds must be blurred when recording or delivering remote lessons from home.

Our IT support along with 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

> Saving planning files and documents in the shared space for your school so staff can access easily if contingency planning is needed.

5. SAFEGUARDING

Please refer to the School Safeguarding Policy and related documents such as the ICT and pupil acceptable use and safeguarding addendum specific to covid for further detail, any safeguarding concerns should be reported through the usual arrangements, direct email to the safeguarding team (for staff concerns), direct email to office5 for parental concerns.

6. MONITORING ARRANGEMENTS

This policy is reviewed as required by the Governing Body and senior leaders. GNET Trust, through the Headteacher and/or CEO will monitor application and outcomes of this policy to ensure it is working effectively.

7. POLICY CONTROL

This document is the property of Netherfield Primary School

Document Edit Log

Version	Date	Section	Summary of edits	Created By	Approved By	Date Approved

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