



# St Mary's C of E Primary Academy

## Remote Learning Policy

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### **1. Aims**

- The remote learning policy for staff aims to:
- Ensure consistency in the approach to remote learning for pupils who are not in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection
- Reflect the school's commitment to the UN Conventions of the rights of the child specifically article 28, 29 and 31
- Ensure that the school is meeting the requirements of The Coronavirus Act 2020 Provision of Remote Education Temporary Continuity Direction

### **2. Roles and responsibilities**

#### 2.1 Teachers

If teachers have to work remotely and provide remote learning due to local or national lockdown or school closure, they must be available between 8.45am and 3.45pm.

If teachers are providing work for children who are isolating while the rest of the class are in school, they must ensure that a week of work is uploaded to the website in a timely manner.

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. If it

affects the completion of any work required ensure that arrangements have been made with phase leaders/SLT to ensure work is completed. When providing remote learning, teachers and responsible for:

- Setting work
  - It is the class teachers responsibility to set appropriate work for their class
  - Each teacher will use the school website to set tasks for children to complete throughout the day
  - The work must be set by 5pm the previous day so that parents/carers can access resources required for the lesson
  - The amount of lessons and activities will vary from class to class and will be judged by each individual class teacher as they will know the best approach for their class
  - The class teacher, when setting work, will determine how parents and pupils can complete the work.
  - If class teachers are unable to set work, they must inform their phase lead by 8am the day before work is set, so that they can set work and manage the year group account
  - Teachers will also make use of Education City and TTRockstars
  
- Providing feedback on work
  - Class teachers will access completed work through year group emails and Education City.
  - Class teachers should acknowledge all emails of children's work and where appropriate give feedback to identify what children have done well and what they can now do to improve
  - Class teachers can also upload a general announcement on to their remote learning page to feedback to the whole class if there is a particular misconception, gap in learning or something to celebrate.
  - Teachers can also feedback answers and solutions to tasks for pupils to self-assess.
  
- Keeping in touch with pupils who are not in school and their parents
  - Class teachers will make 'keeping in touch' calls once every two weeks
  - Teachers will respond to individual comments or questions via the year group email. Teachers are not expected to respond to queries or concerns outside of normal working hours.
  - Zoom meetings can be scheduled following the school's Online Classroom policy.
  - Zoom will not be used for 'live learning'. It will be used as a tool to support children's well-being and mental health. They will have the opportunity to see their classmates and their teacher. They will have a chance to share their experiences of lockdown, take part in short circle times or listen to a story from their class teacher.
  - Any complaints from parents must be shared with SLT immediately- for any safeguarding concerns staff must contact a DSL as a matter of urgency and details recorded.
  - If a comment received is rude or inappropriate, then the class teacher must refer this to SLT using the screen shot or forwarding function. SLT will then make contact with the parent.

- If children do not complete work, the teachers will use their professional judgements to assess why this is the case, as circumstances for this can vary from child to child, and discuss next steps with SLT.
  - There will be regular contact made with all pupils who are not in school by a member of staff from school.
  - Parents/carers will be contacted to organise FSM either through food parcels or a national voucher scheme depending on the most up to date guidance.
- Attending virtual meetings with staff, parents, pupils and outside agencies
- **Dress code:** when either attending virtual meetings via Microsoft teams/Zoom it is important that staff ensure that they are appropriately dressed to do so.
  - **Conduct:** Staff must conduct themselves in a professional manner during such meetings and interactions as per the staff code of conduct.
  - **Locations:** Staff must only hold Zoom/team meetings with their class from the school building. Other meetings can be from home but need to make sure that their own personal information is not visible.

## 2.2 Teaching Assistants

When assisting with remote learning, teaching assistants must be available between 8.45am and 3.45pm

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 will work under the direction of their class teacher and SLT to support remote learning.

## 2.3 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.
- Alerting teachers to resources that 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 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 to:

- Please see St Mary's Child Protection and Safeguarding Policy.

- DSLs are responsible for dealing with any safeguarding concerns around digital/remote learning.

## 2.6 IT Staff

IT 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/carers in accessing the internet or devices.

## 2.7 Pupils and parents/carers

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

- Be contactable during the school day so that teachers can set the work and task to complete- although must consider they may not always be in front of a device the entire time.
- Complete work to the deadlines set by teachers.
- Seek help if they need it, from teachers or teaching assistants.
- 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 can't complete work.
- Seek help from the school if they need it in a considered and respectful manner.
- Be respectful when making any complaints or concerns known to staff.
- Be mindful of the time it may take for staff to respond and be reasonable with their requests.

## 2.8 Governing Body

The governing body 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:

- Setting work- talk to the relevant subject lead or SENDCo
- Behaviour- SLT
- IT- Mr Berry
- Teacher workload or wellbeing- SLT
- Data Protection- Data Protection Officer
- Safeguarding- DSL/Deputy DLS

## **4. Data Protection**

### 4.1 Accessing personal data

When accessing personal data for remote learning purposes, so that no personal data is stored on home laptops/computers/ipads, all staff members will use:

- Birmingham Grid for Learning 365 (BGFL365)

#### 4.2 Processing personal data

Staff are reminded not to collect and/or share personal data online.

#### 4.3 Keeping devices secure

See [GDPR and Remote Learning](#)

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.
- Having a separate log in on the device from family or friends if it is a shared home device
- Not sharing school devices with family or friends
- Installing anti-virus and anti-spyware software.
- Keeping operating systems up to date- always install the latest updates.

### 5. Safeguarding

Please refer to St Mary's Child Protection and Safeguarding Policy.

### 6. Monitoring Arrangements

This policy will be reviewed annually by SLT. At every review, it will be approved by the full governing body.

Approved by:	Mr R Paton-Devine	Date: September 2024
Last reviewed on:	September 2024	
Next review due by:	September 2027	