

# SANDWICH JUNIOR SCHOOL



## Remote Learning Policy

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Date: January 2021

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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 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

## **2. Roles and responsibilities**

### **2.1 Teachers**

When providing remote learning during a lockdown scenario or whole year group bubble closure, Teachers must be available during their normal working hours on their normal working days.

When providing remote learning for individual pupils who are absent due to Covid, Teachers will be available when they are not directly teaching in class.

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 differentiated work
- Creating a weekly timetable of work for their year group, however work will be uploaded daily. This must include subjects from across the curriculum. Additional PowerPoints and worksheets can be used.
- Teachers to provide work on Seesaw for each child to access daily. This can be in the form of pre-recorded videos, PowerPoint presentations or resources from another learning provider.
- Online safety curriculum to be followed.
- Providing feedback on work:
  - Pupils to upload all completed work to Teachers via Seesaw (work via Timetables Rockstars, Numbots, Spelling Shed and MyMaths will be automatically accessed and closely monitored by Teachers).
  - Teachers feedback (verbal or written) will be provided on all work.
  - Deadlines and expectations on tasks will be made clear to each class when work is set.
- Keeping in touch with pupils and parents:
  - Teachers will keep in touch with their class via Seesaw and will load twice weekly video messages and send message to individual pupils where necessary.
  - Phone calls to be made to pupils and parents (from school or a withheld number) where necessary.

- Any complaints or concerns shared by parents should be emailed to the Teacher via the school office using the email - [office@sandwich-junior.kent.sch.uk](mailto:office@sandwich-junior.kent.sch.uk)
- For children who are unable to access Seesaw for lessons or are not engaging within their online learning will be phoned and support offered.
- With each contact made if there is a safeguarding concern, alert the safeguarding team and log on CPOMs.
  - Contact should be polite and encouraging. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly.
  - When recording videos staff, pupils and parents must manage their location and background and ensure nothing inappropriate is on view.

If teachers are unwell, another member of staff will cover the responsibilities above during this time.

### **2.2 Teaching assistants**

When assisting with remote learning, teaching assistants must be available between their normal working hours. During this time, they are expected to check work emails and liaise with Class Teachers.

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, under the direction of a teacher or a member of the leadership team, teaching assistants are responsible for:

- supporting pupils with learning remotely
- Uploading completed tasks to Seesaw for Teacher feedback.
- Attending virtual meetings with teachers when requested.

### **2.3 Subject Leads**

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

- Monitoring the work set by teachers in their subject
- Review their current subject in the light of remote learning and evaluate what changes will need to be made for the following term.
- To direct Teachers to suitable resources and offer support

### **2.3 Leadership Team**

Alongside their teaching responsibilities, members of the leadership team 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 to make sure work set remotely across all subjects is appropriate and consistent.
- Alerting teachers to resources they can use to teach their subject remotely

- To meet with Teachers remotely to support well-being, roles and responsibilities and ensure consistency across the school.
- Co-ordinating the remote learning approach across the school and ensuring pupils' well-being is supported.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

### ***2.5 Designated safeguarding leads***

The DSLs is responsible for:

- Maintaining contact, collating, passing on information and responding to any concerns.
- See the COVID-19 addendum to the Child Protection Policy on the school website

### ***2.6 IT***

Teachers, Office Staff and Teachers are responsible for:

- Ensuring the email addresses and logins are in place and providing the correct access
- Fixing issues with systems used to set and collect work, liaising with School IT Support where necessary.
- Helping staff and parents with any technical issues they are 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 expect pupils learning remotely to:

- 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
- Upload work for Teacher feedback.

Staff 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
- Be respectful when making any complaints or concerns known to staff.

## **2. 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 SENCO (with regards to pupils with SEND) or the relevant subject lead
- Issues with behaviour: talk to the most relevant member of the leadership team
- Issues with IT: talk to IT Subject Leader
- Issues with their own workload or wellbeing: Headteacher

- Concerns about data protection: talk to the Office Staff who will contact DPO where necessary.
- Concerns about safeguarding: talk to the DSLs

All staff can be contacted via the School Office email

#### **4. Data protection**

##### ***4.1 Accessing personal data***

When accessing personal data:

- All staff have access to CPOMS to record any parent contact or concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party.
- SLT have the ability to locate personal details of families when required through securely accessing SIMs. SLT are not to share their access permissions with other members of staff.
  - Encrypted school laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

##### ***4.2 Sharing personal data***

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.

While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

##### ***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**

Please see the following for updates concerning safeguarding in relation to remote learning.

COVID-19 amendments/ addendum to the Safeguarding Policy

This policy is available on the school website

#### **6. Monitoring arrangements**

This policy will be reviewed as and when updates to home learning are provided by the government. At every review, it will be shared with 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
- GDPR and Data protection policy and privacy notices  
GDPR Privacy Notice for Schools
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy