Deal Parochial C.E.P School

Remote Learning Policy

Kindness, Trust, Friendship, Respect, Courage, Forgiveness

Vision statement

Our School is built on the teachings of the Bible and inspired by The Gospel Values of Faith, Hope and Love.
Our Christian ethos is upheld by respecting humanity fostered through our community that is welcoming, inclusive and forgiving.
Together we flourish through courageous learning, friendships and generosity.

TO BE THE BEST THAT I CAN BE – THE WAY GOD INTENDS

- Lead Designated Child Protection Coordinator: Justine Brown (Headteacher)
- Deputy DSL: Mrs Hogben (SENCO), Louise Friend (EYFS lead), Nikki Pettitt (Pastoral Lead), Mrs Porteous (Deputy Headteacher)

Updated: March 2022
Review Date: March 2023

Deal Parochial Church of England Primary School is a Church of England Voluntary Aided Primary School catering for children between the ages of 4 and 11 years. The school prides itself on being a church school with 6 specific values (Kindness, Courage, Respect, Friendship, Trust and Forgiveness) based on the fundamental beliefs in one God, Jesus Christ, the Holy Spirit and the Anglican tradition.

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1. Aims and Objectives

The aims of this remote learning policy are 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 and child protection.
- Provide continuity of learning.

The objectives of this remote learning policy are to:

- Develop an effective remote education policy that is aligned with in-school provision and curriculum planning.
- Recognise how remote education fits into school policies and legislative frameworks.
- Cultivate a whole school approach to remote education.
- Recognise the importance of effective communication and consideration for wellbeing.

2. Roles and responsibilities

2.1 Teachers

When providing remote learning teachers must be available between 8:40 am and 3:15pm. 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.

Teachers are responsible for:

Setting work:

- Staff will plan work for their class.
- Work must be set for Reading, Writing, Spelling, Numeracy, RE and the Foundation Subjects.
- Activities can be open ended and creative.
- When using Microsoft TEAMS, activities and tasks must be loaded prior to 9am each morning.
- Staff should coordinate with other teachers to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work
- Work must be differentiated to meet the needs of the children
- Staff must be mindful that some children may have limited support to complete the work set
- Staff must be mindful of the need to print and download worksheets – this must not be excessive.

Providing feedback on work:

- All home learning will be carried out using Microsoft TEAMS or sent back in the Home learning Folders termly.
- Staff will provide feedback through TEAMS, email or by telephone conversation.
- Feedback should be at the earliest convenience
- Feedback should be constructive and positive.

Keeping in touch with pupils and parents:

- Staff should make regular contact through emails, phone calls (School Phone) or Microsoft TEAMS.
- Staff should aim to answer emails from parents and pupils during the school working hours or before 4pm at the end of the school day
- Complaints or concerns by parents and pupils should be shared with the relevant member of staff e.g. Head teacher or Safeguarding Lead – for any safeguarding concerns, (see the School/DEALT Complaints Policy)
- All safeguarding concerns will be passed on to a Safeguarding member of staff (DSL) and Head teacher (see Safeguarding Policy)
- Failing to complete work will be investigated and followed up by the class teacher. Support will be given to children who have difficulties to access or complete the work.

Attending virtual meetings with staff, parents and pupils:

- The school dress code will be observed when contacting staff, parents and pupils when in school hours and when conducting school business.
- Children should only be contacted in the presence of a parent/carer or through pre-recorded video lessons.
- Staff should ensure the background /locations is suitable and check for items that would be inappropriate or break GDPR guidance.

2.2 Teaching assistants

Teaching assistants must be available between 9am and 3:15pm. 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.

Attending virtual meetings with staff, parents and pupils:

- The school dress code will be observed when contacting staff, parents and pupils when in school hours and when conducting school business.
- Children should only be contacted in the presence of a parent/carer or through pre-recorded video lessons.
- Staff should ensure the background /locations is suitable and check for items that would be inappropriate or break GDPR guidance.

2.3 Subject leads

Alongside their teaching responsibilities, as outlined above, 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 to make sure work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set across subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other.
- Supporting the work set by teachers in their subject – e.g. through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning –through regular meetings with teachers and subject leaders, reviewing work set and 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 for

- Updating and reviewing the Safeguarding Policy and any Addendums
- Organising contact calls to vulnerable families (RAG rating)
- Issuing safeguarding contact phones for DSLs to use and the SENCO to use
- Liaise with outside agencies inc. Social Services, Operation Encompass etc.
- Submitting referrals where necessary

2.6 IT staff

School Computing Coordinator / IT staff - (Primary Technologies) 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 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 can expect pupils to:

- Be contactable during the required times – although consider they may not always be in front of a device the entire time
- Attempt to complete work to the deadline set by teachers
- Seek help if they need it, from teachers
- Alert teachers if they're not able to complete work

Staff can expect parents 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 – staff should point parents towards additional resources if they're struggling, include copying work for those pupils and parents that do not have access to a computer or the internet.
- Be respectful when making any complaints or concerns known to staff
- Approach the School and the Staff directly and refrain from airing complaints and concerns via social media.

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 systems are appropriately secure, for both data protection and safeguarding reasons

3. Who to contact

Any questions or concerns, people should contact the following individuals:

Issues in setting work – talk to the relevant Class teacher, Office, Headteacher or SENCO

Issues with behaviour – talk to the Class teacher or Headteacher

Issues with IT – talk to the Class teacher or Office who can seek technical support for you.

Issues with their own workload or wellbeing – talk to the relevant Class teacher, Office, Headteacher or SENCO

Concerns about data protection – talk to the data protection officer Ms Brown / DEALT Dave Myatt

Concerns about safeguarding – talk to the DSL (Headteacher – Justine Brown, Mrs Hogben, Mrs Friend, Miss Pettitt, Mrs Porteous).

4. Data protection

4.1 Accessing personal data

When accessing personal data, all staff members will:

- access the data on a secure cloud service or a server in your IT network
- use a designated school device to access the data – rather than their own personal devices

4.2 Sharing personal data

Staff members may need to collect and/or share personal data such as email addresses, contact telephone 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)
- Where possible keep data on the cloud to ensure safety.
- 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 refer to our Safeguarding Policy (2021)

6. Monitoring arrangements

This policy will be reviewed every 12 months by Ms J Brown (Head Teacher). At every review it will be approved by the Learning and Development committee.

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
- Internet Acceptable Use & Acceptable Use of Technology policies
- Online safety policy

Agreed by Governing Body:

Review Date: March 2023

Written by: Justine Brown (Headteacher)

Governor responsible for Safeguarding: Mrs M Heard