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# Remote Learning Policy

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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 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 8 – 3.30 Monday to Friday.

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 stated in Staff Handbook.

Teachers need to check their work email every day and be available to come into school to support with Key Worker children.

When providing remote learning, teachers are responsible for:

This could include:

- Setting work for their own classes:
  - Before closure, we will offer all parents a paper copy of work packs for any who wants them and letter to be sent out to all parents to explain how online work could be accessed along with all their login details if needed.
  - Work will be set each weekday morning on Class Dojo [Y1-6] and Tapestry in Reception.
  - Children's work can be shared with their teacher on Class Dojo messages or their child's portfolio.
  - Additional work to be set on Purple Mash [Y1-6] which teachers can access.
  - Y4-6 can also access Times Tables Rock Stars at home.

- On the school website, there is a dedicated section to Home Learning including some resource packs for each year groups and references to useful websites for children to access work online including Oak Academy and BBC Bitesize.
- Some whole school projects and key events to be shared on School Story.
- Keeping in touch with pupils who aren't in school and their parents – cover details like:
  - Parents can contact teachers directly via Dojo messenger
  - Teachers to reply the same day wherever possible or the next day if not.
  - Important information/updates to be shared with parents on Class Dojo and text messages.
- Attending virtual meetings with staff, parents and pupils – cover details like:
  - As and when needed, virtual staff meetings will be scheduled for a mutually convenient time.

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants are responsible for:

This could include:

- Supporting pupils who aren't in school with learning remotely eg those with EHCPs who need additional support.
- Completing relevant CPD at home.
- Teaching assistants need to check their work email every day and be available to come into school to support with Key Worker children.

## 2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

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

## 2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Ensure remote learning is available each morning on Class Dojo and tapestry for pupils in all year groups to access.

## 2.5 Designated safeguarding lead

The DSL is responsible for:

Maintaining contact, collating, passing on information and responding to any concerns.

Please see coronavirus amendments Safeguarding policy.

## 2.6 Pupils and parents

Staff can 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.
- › Seek help if they need it, from teachers or teaching assistants.

Staff can expect parents with children learning remotely to:

- › Seek help from the school if they need it – if you know of any resources staff should point parents towards if they're struggling, include those here.
- › Be respectful when making any complaints or concerns known to staff.

## 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 the relevant subject lead or SENCO
- › Issues with behaviour – talk to the head teacher/SENCO/behaviour lead
- › Issues with their own workload or wellbeing – talk to the head teacher or line manager
- › Concerns about data protection – talk to the head teacher or line manager
- › Concerns about safeguarding – talk to the DSL

## 4. Data protection

### 4.1 Accessing personal data

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 COVID 19 amendments Safeguarding policy.

## 6. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government by Miss Procter [Deputy Head]. At every review, it will be approved by Mrs Bagni (Headteacher).

## 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
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy