Remote Learning Policy
Cedar Tree Federation

Approved by:	1. TLC	2. **Date:** 21.9.20
Last reviewed on:	3.	
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Contents

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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 federation community with regards to remote learning

Provide appropriate guidelines for data protection

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers will be available between 8.45 – 3.15 (for their normal working days).

If they are 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:

Providing learning through:

- A blended approach to online learning using Tapestry, Seesaw, Google Classroom/Meet

- Delivering two live lessons a day – these may vary in length and delivery according to the age and needs of the class and the activity. Sessions will be recorded.

- Creating a menu of topic-based independent learning activities for the children to undertake through the week – this may cover history, geography, science, PSHE, RE or other subject

- Signposting children to online lessons and learning opportunities through programmes such as Mathletics, Phonics Play, Book Bug Club, Accelerated Reader, White Rose Hub, Oak Academy, Times Table Rock Stars, Spelling Frame, Alphablocks, CBBs, Primary Sport, Primary Forest School, Primary Music, Charanga.

- Subject leaders may also offer support to teachers with suggestions for lessons and supportive resource materials

- Setting independent learning activities by 6pm the day before

- Uploading learning to Google classroom or the school website

o   Ensuring that there is consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work where possible

Providing feedback on work

o   Completed work from pupils will be uploaded using Seesaw, Tapestry or Google Classroom

o   The teacher will provide online verbal feedback in small groups (6-8) weekly and provide remote feedback on the online platforms

o   Feedback on completed work will take place within 48 hours of receipt by the teacher

Keeping in touch with pupils and parents when not in school:

o   Teachers are expected to make regular contact with groups of pupils via Google meet (weekly in groups of 6 or less)

o   Teachers will respond to parents by email or via Tapestry or Seesaw during working hours only

o   Any complaints or concerns should be discussed with their phase leader prior to responding to the parents. For any safeguarding concerns, refer teachers to the section below

o   If children fail to complete work, they should discuss this with their phase leader, HOS or disadvantaged lead so that the school can decide upon a bespoke response pertinent to that child and their family

Attending virtual meetings with staff, parents and pupils:

o   Dress will be in line with the school Code of Conduct

o   Locations will be appropriate with nothing personal behind – blank background

o   Teachers will ensure that their own children are being attended to away from where they are teaching and that no one else is in the room

2.2 Teaching Assistants

Teaching assistants will be available for their normal working hours.

If they are 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 assisting with remote learning, teaching assistants may work with children in pairs or small groups. Where a TA is working with a child on a 1:1 basis, an adult must be in the room accompanying the child. Sessions should be recorded.

Sessions may include:

o   Supporting friendship groups

o   Leading reading sessions in pairs/small groups

o   Play phonic and number games

o   Paired targeted maths support

o   Story times

o   Funfit sessions

o   PSHE sessions

Attending virtual meetings with staff, parents and pupils:

- o Dress will be in line with the school Code of Conduct
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- o Teachers assistants will ensure that their own children are being attended to away from where they are teaching and that no one else is in the room

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- o Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- o Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- o 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
- o Monitoring the remote work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- o Alerting teachers to resources they can use to teach their subject remotely

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- o Co-ordinating the remote learning approach across their phase under the guidance of the heads of school and executive HT
- o Monitoring the effectiveness of remote learning – through holding regular achievement team meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- o Supporting the heads of school and executive HT in monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

- o Co-ordinate weekly/daily phone calls for targeted families
- o Provide advice and support – family support worker
- o Co-ordinate distribution of hampers/food parcels and vouchers to vulnerable families

2.6 IT staff

IT staff are responsible for:

- o Resolving issues with systems used to set and collect work
- o Helping staff and parents with any technical issues they're experiencing
- o Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

o   Assisting pupils and parents with accessing the internet or devices

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

o   Be contactable during the school day – although consider they may not always be in front of a device the entire time

o   Complete work to the deadline set by teachers

o   Seek help if they need it, from teachers or teaching assistants

o   Alert teachers if they are not able to complete work

Staff can expect parents with children learning remotely to:

o   Make the school aware if their child is sick or otherwise cannot complete work

o   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

o   Be respectful when making any complaints or concerns known to staff

2.8 Governing board

The governing board is responsible for:

o   Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible

o   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:

o   Issues in setting work – talk to the relevant subject lead or SENDCO

o   Issues with behaviour – talk to the relevant head of phase or SENDCo

o   Issues with IT – talk to IT staff

o   Issues with their own workload or wellbeing – talk to their line manager

o   Concerns about data protection – talk to the data protection officer

o   Concerns about safeguarding – talk to the DSL

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes.

o   Data can be accessed on the secure SIMs system or on the school server

o   Using school devices not their own personal ones

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals will not need to seek permission for this to happen.

However, 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:

- o 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)
- o 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
- o Making sure the device locks if left inactive for a period of time
- o Not sharing the device among family or friends
- o Installing antivirus and anti-spyware software
- o Keeping operating systems up to date – always install the latest updates

5. Safeguarding

Full details are in the federation safeguarding policies available on the school websites. All live lessons will be recorded.

6. Monitoring arrangements

This policy will be reviewed in July 2021. At every review, it will be approved by federation Teaching Learning and Community Committee.

7. Links with other policies

This policy is linked to our:

- ➢ Behaviour policy
- ➢ Safeguarding policy
- ➢ Federation Pandemic policy
- ➢ Data protection policy and privacy notices
- ➢ Home-school agreement
- ➢ ICT and internet acceptable use policy
- ➢ Online safety policy