**Millbrook C P School**



**Remote Learning Policy**

**Date: January 2021**

**Review Date; September 2021**

1. **Aims:**

This remote learning policy aims to:

* Ensure consistency in the school’s approach to remote learning (Tier 1 to Tier 4)
* 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 All staff members**

All staff will be available normal working hours Monday to Friday at Tier 4 this will include working from home where necessary. 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 supported by teaching assistants and all staff are responsible for:

* Setting work:

Work packs will be provided for individual or small group isolation through the use of 5 & 10 day packages made available at the start of each half term. They will be updated for the start of each new half term.

Work packs will be set for year individual/small groups from Reception up to year 6 during individual/small group quarantine (Tier 1) covering at least the core subject areas, however opportunities to be creative, investigative, or active should not be ignored.

Work packs will be set for year groups from Reception up to year 6 during class quarantine (Tier 1) or full lockdown (Tier 4) covering at least the core subject areas, however opportunities to be creative, investigative or active should not be ignored.

There will be no set requirement to set work for those pupils not attending at parents’ discretion other than in full lockdown (Tier 4). Teachers may well set work for these pupils, however there will be no requirement to do so as these pupils should continue to be educated in school.

Work shall be at very least 3 hours per day for Early Years and KS1 and 4 hours per day for KS2.

Work packs will be set in advance and daily learning opportunities offered through Class Dojo and Education City when the teacher is available to do so and not teaching face to face.

Work will be accessible for all children.

Work should be a considered mix of consolidation of previous learning and new learning where appropriate. New learning should be supported by high quality video learning sessions or ‘live’ lessons delivered by the class teacher (in the case of whole class or school lockdown).

Additional work or activities may be set by subject leads to other year groups (e.g. PE/Art/Computing activities for the whole school.

Assessment and feedback is the responsibility of the member of staff setting the work.

Teachers will ensure that pupils have login details to password protected apps/sites such as Education City and Rockstars.

* Providing feedback on work:

Staff will receive completed work from pupils on Education City digitally or via submission of hard copies or via photographs sent through Class Dojo.

Staff are to approve work of the appropriate quality and content, returning work to pupils if it is of an insufficient standard or content.

Staff will provide feedback on the work by adding feedback comments or prompt questions to drive learning.

Feedback will be positive and constructive.

* Keeping in touch with pupils and parents:

Staff should attempt to make contact once a week with pupils and parents, and this can be done via announcements/direct messages on Class Dojo, e-mail (School e-mail account only), or phone call only using school telephone numbers preferably or blocking personal numbers if required.

Staff should deliver at least 2 live or ‘as live’ video lesson or catch up session in the event of whole class or school lockdown.

There is no expectation for staff to respond to messages/emails from parents and pupils outside of working hours and not after 4:30pm.

Any complaints or concerns shared by parents and pupils should be dealt with according to school policy where it applies – for any safeguarding concerns, refer to the section below.

For students failing to complete work, reasonable attempts should be made to overcome any barriers. This should be reported to parents/carers when making contact with them. Teachers should escalate concerns to Senior Leaders.

* Attending virtual meetings with staff, parents and pupils:

All staff should adopt appropriate dress code for virtual meetings, as if they were attending in person.

Staff should consider the locations of virtual meetings for appropriateness (e.g. avoid areas with background noise, nothing inappropriate in the background)

**2.2 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

Monitoring the work set by teachers in their subject in line (where possible) with current school monitoring cycle.

Alerting teachers to resources they can use to teach their subject

**2.3 Senior leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

Coordinating the remote learning approach across the school.

Remote learning to be led by the Deputy Headteacher as Curriculum Lead closely supported by all senior leaders and subject leaders.

IT lead will lead on technical support linked to remote learning.

Monitoring the effectiveness of remote learning by periodically sampling tasks set by teachers and the quality of pupil work in response.

The Headteacher will overview the security of remote learning systems, including data protection (GDPR compliance) and safeguarding considerations.

**2.4 Designated safeguarding lead**

The DSL is responsible for:

Following the principles set out in part 5 of Keeping Children Safe in Education when managing reports and supporting victims of peer-on-peer abuse.

Ensuring staff continue to act on any concerns they have immediately.

Ensuring staff and volunteers are aware that this difficult time potentially puts all children at greater risk.

Ensuring staff and volunteers will continue to be alert to any signs of abuse, or effects on pupils’ mental health that are also safeguarding concerns, and act on concerns immediately in line with the procedures set out in the child protection policy.

**2.5 Pupils and parents**

Families and pupils are expected to:

Be contactable.

Make reasonable attempts to complete work to the deadline set by teachers if there is one.

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

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.

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

Be kind and patient when school moves between tiers and adjustments are made to remote learning.

**2.6 Governors**

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.

1. **Communication**

If **parents and families** have any questions or concerns, they should contact the following individuals:

Issues in accessing work – talk to the class teacher.

Issues in behaviour – talk to the class teacher or learning mentor.

Issues with wellbeing – talk to the learning mentor.

Issues with safety – talk to designated safeguarding lead (the headteacher, deputy headteacher and learning mentor)

If **staff** have any questions or concerns, they should contact the following individuals:

Issues in setting work – talk to the relevant subject lead or SENCO.

Issues with behaviour – talk to the relevant member of senior leadership team.

Issues with IT – talk to computing coordinator.

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

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

Concerns about safeguarding – talk to the DSL.

1. **Data protection**

**4.1 Accessing personal data**

When accessing personal data, all staff members will:

Staff can access the data, such as on a secure cloud service through tracking systems and home/school apps.

Only school devices, such as laptops, iPads or phones should be used for this purpose rather than their own personal devices

**4.2 Sharing personal data**

Staff members may need to collect and/or share personal data such as parent/pupil e-mail addresses 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.

Not sharing the device among family or friends.

Installing antivirus and anti-spyware software.

1. **Safeguarding**

Additional safeguarding information can be found in the updated child protection policy/Child protection policy coronavirus addendum.

1. **Monitoring arrangements**

This policy will be reviewed yearly by the computing lead, senior leadership team or headteacher. At every review, it will be approved by the full governing body.

1. **Links with other policies**

This policy is linked to our:

Remote learning plan

Behaviour policy

Child protection policy and coronavirus addendum to our child protection policy

Data protection policy and privacy notices

ICT and internet acceptable use policy

Online safety policy