Barham Church of England Primary School

Remote Learning Policy

First Approved	September 2020
Next Review	September 2021

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

Roles and responsibilities

Headteacher: Alison Higgins (Overall responsibility for monitoring provision and pupil engagement

Curriculum Lead - Jo Duhig Co-ordinating the remote learning approach across the school

SENCO – Michelle Anderson Ensuring all pupils can access plans and resources

Teachers

When providing remote learning, teachers must set the work daily via Seesaw by 8:30 am.

If teachers 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:

- Daily: English, Maths lessons.
- Weekly: Foundations subjects including RE
- Uploading plans and resources to Seesaw
- Ensuring all pupils have access to plans and electrical devices needed. If a pupil has any issues accessing plans it is the teacher's responsibility to inform SLT.
- Providing feedback either through Seesaw App or via whole class feedback via 'live' sessions
- Identifying pupils who are not engaging with lessons and inform SLT
- Incorporating daily recorded input sessions if remote learning is for longer than a couple of days
- Respond to parent emails in usual school hours (between 9:00 am and 3:15 pm)
- Ensuring any concerns – well-being/safeguarding are passed on to SLT
- Abiding by guidelines issued if streaming live sessions

Teaching assistants

When assisting with remote learning, teaching assistants must be available for their normal working hours.

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, teaching assistants are responsible for:

- Tasks assigned to then by the class teacher or SENCO.

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
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- 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
- Alerting teachers to resources they can use to teach their subject remotely

Senior leaders

Senior leaders are responsible for:

- Co-ordinating 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 adapting systems
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Assisting pupils and parents with accessing the internet or devices

Pupils and parents

Staff can expect parents with children learning remotely to:

- Support their child in completing the work set
- Follow school protocols for 'live' lessons
- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it

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

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 won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

Reviewed January 2021