

Christ Church (Church of England) Infant School and Nursery

Working together to build a strong foundation for success through faith and learning.



Remote Learning Policy

Grow and learn together with God by our side.

Agreed: February 2021
Review: February 2024

Aims

This remote learning policy for staff aims to:

Ensure consistency in the school's approach to remote learning

Set out expectations for all members of the school with regards to remote learning

Roles and responsibilities

Teachers

During periods of school closure it may be possible for teachers to work from home.

In such instances:

Teachers must be available during the working day. 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 procedures. If it affects the completion of any work required they must ensure that arrangements have been made with year group partners or SLT to ensure work is completed.

Teachers are responsible for:

- Setting work:
- Providing a timetable to identify the subjects to be studied each day at home.
- Ensuring children/parents have been made aware of passwords for any sites that may be used such as TEAMS logins, spelling shed and purple mash.
- Work as a year group team to ensure work is planned and ready.
- Teachers must provide instructions to parents and pupils to ensure the correct work is accessed and completed.
- Ensuring that core curriculum tasks are set and uploaded weekly for children who may be isolating or unable to come to school for any reason. This must be uploaded ready for the start of the school day.
- Where necessary, ensuring that wider curriculum lessons are uploaded online for children to access.
- Providing feedback on work:
- Pupils can send any completed work to teachers via year group emails
- Teachers can email back feedback where appropriate.
- Teachers should respond to any emails from parents/children as quickly as possible.

Keeping in touch with pupils and parents:

Weekly Marvellous Me to be sent to classes

Emails received in the year group email from parents and pupils are to be checked when possible between 9am and 3pm, Mon- Fri. Emails must be replied to as soon as possible. If the case comes that both year group teachers are unable to work and monitor the emails due to previously mentioned reasons the responsibility to reply to year group enquiries will be passed over and SLT informed.

Any issues or complaints that are received are to be dealt with professionally by the class teacher and the Executive Headteacher should be CC'd in the communication. If necessary teachers to contact member of SLT for advice.

If children have not logged on teams during the morning teachers/ SLT will attempt to make contact with all pupils in their class via telephone call when in school or from a withheld number. Contact details can be accessed from SIMS in school or T2P if staff are at home, please ensure you log off and do not share information with a third party. Record all contacts with parents and add any relevant actions or notes. Example comment 'Telephoned Mum offered support during home learning and I spoke with child who is getting on well. No concerns.' Alert the EHT/ HT and DSL with each contact made if there is a safeguarding

concern. EHT should also be alerted if no contact has been had with a parent or child for an extended period of time.

Contact should be polite and encouraging. Teachers must not give out any personal details. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly. There is no expectation from school that work must be completed at this time. We believe our parents will be doing their best. However we do encourage work to be submitted and celebrated.

Attending virtual meetings with staff, parents and pupils:

Microsoft Teams has been downloaded and staff have been introduced to using the technology. Teams may be used for a range of reasons:

Teachers must plan and deliver virtual lessons where appropriate (This will not be needed when the majority of the class are attending school)

Virtual staff meeting and parent's evenings may need to be held depending on government guidance at that time.

When delivering virtual lessons, teachers must think about their location in their home (e.g. avoid areas with background noise, nothing inappropriate in the background)

Teams may be used to communicate with staff across the school to prevent other members of staff entering a 'bubble' unnecessarily.

Teaching Assistants

Teaching assistants must be available during the working day, Mon to Fri. They are expected to check work emails for correspondence and updates and be available when called upon to attend school. 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.

Subject leads

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:
Monitoring the work set by teachers in their subject – Review work set weekly on the website

Reviewing the impact on their subject caused by learning from home.

Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:
Co-ordinating the remote learning approach across the school – SLT

Monitoring the effectiveness of remote learning – reviewing work set by teachers weekly, monitoring any email correspondence between parents and teachers that are passed on to SLT.

Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Designated safeguarding lead

The DSL is responsible for:

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

See the E-safety policy.

IT support (CONCERO)

IT staff are responsible for:

- Creating emails

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're experiencing
- Ensuring security setting and software are up to date to prevent data breaches
- Assisting staff, pupils and parents with accessing the internet or devices
- Clearing laptops of sensitive information for children who require a laptop from school to be able to access the work at home.

Pupils and parents

Staff can expect pupils to:

- Be contactable during the hours of the school day 9am – 3pm – although they may not always be in front of a device the entire time
- 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:

- Seek help from the school if they need it – staff should refer parents to the 'Children's' section on our website and the 'student work portal' for weekly work tasks and other useful links for learning.
- Clarify any work queries by contacting teachers on TEAMS or on year group emails.
- Be respectful when making any complaints or concerns known to staff

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

Who to contact

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

Issues in setting work – talk to the relevant subject lead/SENCO/SLT

Issues with behaviour – talk to the SENCO/SLT

Issues with IT – talk CONCERO through logging a ticket. Alternatively contact DO or SLT.

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

Concerns about data protection – talk to SLT

Concerns about safeguarding – talk to the DSL

All staff can be contacted via the school email addresses

Data protection

Accessing personal data

When accessing personal data, all staff members will:

All staff should soon have access to SIMS to record any parent contact or concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party.

Teachers are able to access parent contact details via SIMS or T2P using a secure password. Do not share any details with third parties and ensure they are logged off.

SLT have the ability to locate personal details of families when required through securely accessing SIMS. SLT are not to share their access permissions with other members of staff.

School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

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 in line with GDPR regulations.

Keeping devices secure

Talk to your data protection officer for more help, and your IT support staff if you want to include details on how to put these measures in place.

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 (Concero)
- Keeping operating systems up to date – always install the latest updates
- Informing Concero if any warnings are displayed on computers.
- If a staff member notices a problem with any of these measures then CONCERO, the Computing lead or SLT should be notified straight away to solve the problem.

Loan of devices.

Devices will be loaned to families for the explicit purpose of home learning. Parents will be required to sign a statement ([appendix A](#)) confirming that they will not download any additional software or Apps and that they will care for the device. The device must be returned to school in good condition. A charge will be made if any repair or replacement is necessary. Devices will be wiped before being loaned out to ensure that they are reset and no school data is stored on them.

Safeguarding

Please follow the safeguarding policy at all times.

This policy is available on our website.

Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government. Due to changing guidance it may need to be regularly reviewed.

Links with other policies

This policy is linked to our:

Behaviour policy

Data protection policy and privacy notices

Computing and internet acceptable use policy

APPENDIX A