



Remote learning policy

Charlestown Community Primary School

Reviewed January 2022

Approved by: Bridget McKeown **Date:** 5th January 2021

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1. Aims

This remote learning policy 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

- Headteacher – Ms Collis head@charlestown.manchester.sch.uk
- Deputy Headteacher – Ms Smith deputy@charlestown.manchester.sch.uk
- Digital lead – Mr Higginbotham – Higginbotham.p@charlestown.manchester.sch.uk
- SENCO – Ms Peters peters.s@charlestown.manchester.sch.uk

2.1 Teachers

If teachers are absent but able to work from home, they must be assessed as well enough to provide remote learning from home and must be available between 8.45 and 3.30pm.

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.

The class will then be taught by another teacher in their absence. Support staff may cover small absences during this time if there is no other option available to the school.

When providing remote learning, teachers are responsible for:

- Setting daily work for children who are not in school but well enough to work
 - This includes daily English and Maths and Foundation subject work equivalent to a school day
 - Work should be uploaded to SeeSaw daily

- Teachers can share the planning and preparation of this with partner teachers
- Providing feedback on work
 - Teachers must acknowledge completed work on seesaw
 - Support staff can mark work and provide feedback
- Keeping in touch with pupils who aren't in school and their parents
 - Children should log on to Seesaw daily
 - The school will contact any family who have not logged on to offer support/advice
 - Parents should email the class teacher with any concerns they have about online learning or contact the office

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between their contracted hours to support the teachers.

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

- Supporting pupils who aren't in school with learning remotely
 - On Seesaw or via an alternative platform agreed by the school
 - Supporting the teacher and providing feedback to children on how to improve

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Working with teachers teaching to make sure all work set is appropriate and consistent for remote learning.
- Support teachers with ideas to deliver the subject effectively
- 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
- Monitoring the remote work set by teachers in their subject
- Alerting teachers to resources they can use to teach their subject remotely

2.4 Senior leaders

Alongside any teaching responsibilities, phase leaders are responsible for:

- Co-ordinating and ensuring the remote learning approach across their phase is consistent
- Monitoring the effectiveness of remote learning in their phase through regular meetings with teachers and subject leaders, reviewing work set and reaching out for feedback from pupils and parents
- The digital lead is responsible for monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is: Ms Smith. All concerns from remote learning should be recorded on CPOMS

2.6 IT staff

Mr Barnes is responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices

2.7 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 to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work or need help

Staff can expect parents with children learning remotely 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

2.8 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

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 IT – talk to Mr Barnes
- Issues with their own workload or wellbeing – talk to their phase lead or SLT
- Concerns about data protection – talk to the data protection officer, Mr Higginbotham

- Concerns about safeguarding – talk to the DSL, Mrs Smith or Mrs Morrison or any of the safeguarding team

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

- access the data, such as on a secure cloud service or a server in your IT network
- use provided devices, such as laptops rather than their own personal devices

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 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.

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

All concerns should be recorded on CPOMS and referred to the Safeguarding team

6. Monitoring arrangements

This policy will be reviewed in September 2022 by the senior leadership team.

7. Links with other policies

This policy is linked to our:

- Behaviour policy

- Safeguarding 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

Home learning actions January 2022

Is your child positive or has symptoms awaiting test results?

Is your child well enough to learn from home?

Do you have a tablet to access learning?

Do you have internet access?

Do you have seesaw access and TT Rockstars access?

Share link: <http://www.charlestown.manchester.sch.uk/page/learning-at-home-packs/84711>

Send learning pack home from link above (Caroline/Naz to deliver) with device and internet access device and forms if needed on day 1 of absence
(but no later than day 2)

Inform teacher of absence and ability to work at home

Teacher to upload spellings/Lexia links/relevant learning to see saw

Child to complete learning pack/Lexia (If appropriate), spellings, TT Rockstars and additional daily learning.

Devices returned on day of return to school and must be signed in at the office.