



# **REMOTE LEARNING POLICY**

<b>Approved by: Michelle Bahn and Janet Coulburne</b>
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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 are not 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

### 2.1 Teachers

When providing remote learning, teachers must be available between 9am – 4.00pm.

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 providing remote learning, teachers are responsible for:

- Setting work:
  - Teachers will set work for the pupils in their classes. The work set should follow the usual timetable for the class in school.
  - Work needs to be set by 9am of the day it is expected to be completed
  - Staff in Children Centre will set work on Tapestry
  - Teachers in Nursery and Reception will set work on Tapestry
  - Teachers in Year 1 to Year 6 will set work on Google Classroom.
- Providing feedback on work:
  - As per the marking policy all pieces of work must be acknowledged.
  - Marking is matched to the learning objective but can also address non-negotiable, such as poor spelling or presentation, as long as this is not the focus of the feedback.
  - Comment must be made through the online learning platform.
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### › Blended Learning

- Teacher will provide work on Google Classroom for children who are working from home
- Weekly scheduled will be put on Google classroom every Monday morning by 9.00am.
- Links for the classroom sessions will be set daily by the class teachers in Google Calendar
- Children who are isolating are expected to join daily on sessions Mathematics, English Reading and English Writing, Science and Topic sessions
- Children will upload all completed work on Google Classroom daily

### › Keeping in touch with pupils who are not in school and their parents:

- Regular contact will be made with parents by phone to address any concerns relating to pupils' engagement and to assess whether school intervention can assist engagement.
- All parent/carer emails should go through the school admin account ([admin@robertblair.islington.sch.uk](mailto:admin@robertblair.islington.sch.uk))
- Any complaints or concerns shared by parents or pupils should be dealt with as stated in the school's complaints policy
- All safeguarding concerns must be reported to immediately to DSL Janet Coulburne.

## 2.2 Teaching assistants

Teaching assistants must be available between 9.00am – 4:00pm

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.

During the school day, teaching assistant must complete the following tasks as directed by a member of the class teacher or member of the leadership team

- › Attending virtual meetings with teachers
- › Completing Professional Development tasks
- › Completing statutory training
- › Assign tasks on Google Classroom as instructed by the class teacher
- › Support groups of children as instructed by the class teacher

## 2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- › Monitor work set to ensure it is in line with National expectations for the year group in line with the school's monitoring cycle
- › Work remotely with teachers to ensure that the work set is appropriate and consistent
- › Ensure that teachers have appropriate resources they can use to deliver their subject remotely.
- › Inclusion lead will provide guidance and work closely with teachers to ensure that work is accessible for the various groups of children on the SEND register.

## 2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- › Co-ordinating the remote learning approach across the school – Janet Coulburne

- Monitoring the effectiveness of remote learning –through regular meetings with teachers and subject leaders, reviewing work set and feedback from pupils and parents
- Monitoring the security of remote learning systems regularly, including data protection and safeguarding considerations with the IT providers

## 2.5 Designated safeguarding lead

The DSL, Janet Coulburne is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Child Protection Policy. (<http://www.robertblairschool.com/wp-content/uploads/2013/10/Child-Protection-Policy-2020.pdf>)

## 2.6 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues
- 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:**

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

**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 – if you know of any resources staff should point parents towards if they're struggling, include those here
- 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:

Here are some suggested issues and the most likely points of contact, but adapt and add to this as needed:

- Issues with behaviour – Phase Leader or DHT
- Issues with IT – Andrew Kehris and Karla Santacara
- Issues with their own workload or wellbeing – Leadership Team
- Concerns about data protection – Melanie Burrows

- › Concerns about safeguarding –DSL – Janet Coulburne

## **4. Data protection**

### **4.1 Accessing personal data**

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

- › Access any data through the SIMS, LGfL email system or on the remote learning platform.
- › Staff are advised not to access school data on personal devices.

### **4.2 Processing personal data**

Staff members may need to collect and/or share personal data such as email addresses and telephone numbers, 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 – ICT support will ensure this is up-to-date.
- › Making sure the device locks if left inactive for a period of time
- › Not sharing the device among family or friends
- › Keeping operating systems up to date – always install the latest updates

## **5. Safeguarding**

Please see the Safeguarding and Child Protection Policy. (<http://www.robertblairschool.com/wp-content/uploads/2013/10/Child-Protection-Policy-2020.pdf>)

## **6. Monitoring arrangements**

This policy will be reviewed once a year by Ms Bahn (Head Teacher) and Miss Coulburne (Deputy Head Teacher) at every review, it will be approved by the full governing board.

## **7. Links with other policies**

This policy is linked to our:

- › Behaviour policy
- › Child protection policy
- › Data protection policy and privacy notices
- › Acceptable use policy
- › E-Safety Policy