

# Leamington Community Primary School

'Together we make a Difference'



## Remote Learning Policy (Covid 19)

**Created:** September 2020  
**Next Review:** October 2020



**Leamington  
Values**



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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 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**

Class teachers are responsible for setting work and messaging parents via class dojo. LSOs are to support the CTs with this task.

SENCO and the team is to ensure SEND pupils' needs are being met, work set is appropriate and parents supported where needed.

Designated Safeguarding Lead and Mentors are to ensure twice weekly safeguarding calls are carried out for vulnerable children and those at risk. Team to ensure CPOMS is completed and kept up to date.

Family Support Worker to ensure pupils who receive FSM continue to do so through hot food deliveries/collection, food parcels and magic breakfast support.

Lead Practitioner to support CT's in ensuring pupils are giving the correct resources. LP to coordinate with AF in getting curriculum information/work and links to Oak Academy resources on the school website.

Deputy HT and HT to oversee the curriculum and Inclusion team to ensure the children's needs are being met.

HT to oversee the work of the Site Manager, cleaners, lunchtime supervisor team and the admin/finance team. Admin team to ensure excellent communication is continued and normal duties are completed. Finance team to ensure all financial procedures are kept up to date and jobs fulfilled.

### **2.1 Teachers**

When providing remote learning, teachers must be available between 8:45am and 3:15pm.

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 Covid absence procedure - phone the HT/DHT on their mobile phone.

When providing remote learning, teachers are responsible for:

- Setting work:
  - Ensure the pupils are set daily tasks in English, Maths and Science.
  - Weekly tasks in History, Geography, Art, Music and PE

- Provide links to appropriate resources on the Oak Academy, White Rose Hub and other sites available.

➤ Keeping in touch with pupils who aren't in school and their parents:

- You are expected to make regular contact, with the children via class dojo or on the phone.
- You are expected to respond to parental emails during working hours only.
- Any complaints or Safeguarding issues are to be recorded on CPOMS.
- You are to encourage pupils to complete the work set.

➤ Attending virtual meetings with staff, parents and pupils:

- Professional dress code at all times.
- Locations need to be professional and eating/drinking or using a mobile phone is not acceptable.
- If talking with children, request that parents have this on speaker phone and are present in the room for safeguarding purposes.

If you are working in school during a localised lockdown you will be required to work where needed throughout the school.

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8:45am and 3:30pm.

If you unable to work for any reason during this time, for example due to sickness or caring for a dependent, you should report this using the Covid absence procedure and calling the DHT or HT (24 hours per day)

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

➤ Supporting pupils who aren't in school with learning remotely:

- Liaise with CT for who/how to support with this and follow same guidelines set out in 2.1

➤ Attending virtual meetings with teachers, parents and pupils:

- Dress code must be professional
- Locations need to be professional and eating/drinking or using a mobile phone is not acceptable.
- If talking with children, request that parents have this on speaker phone and are present in the room for safeguarding purposes.

If you are working in school during a localised lockdown you will be required to work where needed throughout the school.

## 2.3 Subject leads

Alongside their teaching responsibilities, subject leads, Lead Practitioner and SENCO 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
- 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, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – SH for KS1/2 and NBen EYFS
- Monitoring the effectiveness of remote learning – via virtual meetings with CTs.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## **2.5 Designated safeguarding lead**

The DSL is responsible for ensuring all aspects of the Child Protection/Safeguarding policy are carried out and recorded on CPOMS.

## **2.6 IT staff**

IT Lead and HT are 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

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
- Meet with the HT/DHT remotely and provide support and challenge.

## **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 Lead Practitioner, relevant subject lead or SENCO

- Issues with behaviour – talk to the DHT and DSL
- Issues with IT – talk to ICT Lead or Head Teacher
- Issues with their own workload or wellbeing – talk to their line manager, DHT or HT
- Concerns about data protection – talk to the data protection officer (MM)
- Concerns about safeguarding – talk to the DSL/HT

## **4. Data protection**

### **4.1 Accessing personal data**

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

- Follow regulations set out in the school's GDPR policy.

### **4.2 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**

Updated safeguarding policy has been made available to all staff and is available on the school website and the school server.

## **6. Monitoring arrangements**

This policy will be reviewed on a termly basis by Paul Vine, Head Teacher.. At every review, it will be approved by curriculum committee.

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

This policy is linked to our:

- Behaviour policy
- Child protection/Safeguarding policy and coronavirus addendum to our child protection/safeguarding policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy