



Remote Learning Policy

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The DfE expects all schools to have a contingency plan for providing education to pupils remotely if they are:

- ***Self-isolating/awaiting test results.***
- ***Required to stay at home due to local coronavirus restrictions.***
- ***In bubbles that can't mix with one another.***

1. Aims

This remote learning policy for parents aims to:

- › Provide information about remote learning for pupils who are not in school.
- › Set out expectations for all members of the St John's 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 8.30am – 3.15pm.

When providing remote learning, teachers are responsible for:

Setting work:

- Creating a weekly timetable of work for their class including subjects from across the curriculum.
- Set differentiated Times Table Rockstars, spellings and reading challenges.
- Online safety curriculum to be followed at <https://www.thinkuknow.co.uk/> website. The page has been created to support parents during COVID-19 and the closure of schools. Each fortnight, they will be releasing new home activity packs with simple 15 minute activities that can be completed at home to support children's online safety at a time when they will be spending more time online.
- Teachers will provide feedback on pupils' work, in line with the school's assessment and marking policy. Pupils can send any completed work to teachers via TEAMS channels or class e-mail addresses.
- Teachers will be available on the 'live' facility on TEAMS to offer clarity, support and feedback when necessary.
- Teachers will respond to any communications from parents/pupils within 48 hrs

Keeping in touch with pupils and parents:

- On-going communication via TEAMS and e-mail.
- Welfare-calls made to check-in with pupils and parents.
- Home-calls made if/when contact has not been made with pupils.
- Remote Learner Superstar postcards sent to pupils for high standards of work.
- Emails received via class email facility from parents and pupils are to be checked between 9am and 3pm, Mon- Fri. Emails must be replied to within 48hrs.

Attending virtual meetings with staff, parents and pupils:

- Live virtual meetings on TEAMS will be scheduled and 1-1 sessions will be avoided where possible.
- Please read the Remote Learning Etiquette information before commencing on-line activities.
- Each Year bubble, will have access to a 'live' session at the end of the day to reflect on work, engage with staff and other pupils.

2.2 Teaching assistants

When providing remote learning, teaching assistants (TAs) must be available between 8.30am – 4.00pm.

When providing remote learning, TAs are responsible for:

Assisting in the setting of work:

- Follow a weekly timetable of work for their class including subjects from across the curriculum.
- Encourage and support Times Table Rockstars, spellings and reading challenges.
- Online safety curriculum to be followed at <https://www.thinkuknow.co.uk/> website. The page has been created to support parents during COVID-19 and the closure of schools. Each fortnight, they will be releasing new home activity packs with simple 15 minute activities that can be completed at home to support children's online safety at a time when they will be spending more time online.
- TAs will provide feedback on pupils' work, in line with the school's assessment and marking policy. Pupils can send any completed work to TAs via TEAMS channels or class e-mail addresses.

2.3 Phase Leads

Alongside their teaching responsibilities, subject leads are responsible for:

- › Monitoring the work set by teachers in their subject – Review work set weekly on the website.
- › Review your current subject in light of home learning during the Autumn term. Evaluate what changes will need to be made in January ready for creating a subject action plan.
- › Working with teachers to make sure all work set is appropriate and consistent
- › Working with other Phase Leads and Senior Leaders to make sure work set remotely across all areas 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 areas through meetings either social distanced in person or via TEAMS.
- › 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. This will be the Principal and in his absence the Vice Principal will assume the role.
- › Monitoring the effectiveness of remote learning through regular meetings with teachers and Phase Leaders, reviewing work set and gathering feedback from pupils and parents
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

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

2.6 SENCO

- › Monitor the work provided for SEND pupils and liaise with staff, parents and pupils to ensure any additional plans have been followed and needs catered for.

2.7 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 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

2.8 Pupils and parents

Staff can expect pupils learning remotely to:

- › Be contactable during the school day. This does not mean that they will be sat 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. Support can be accessed by visiting: <https://www.stjohnsworksop.co.uk/virtual-classroom-2020/>
- › Be respectful when making any complaints or concerns known to staff

2.9 Governing board

The governing board is responsible for:

- › Monitoring the school's approach to providing remote learning to ensure education remains of a high quality.
- › Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

3.0 Who to contact?

- Teachers can be contacted for teaching and learning related matters via ClassDojo or via the school email address.

4. Data protection

4.1 Accessing personal data

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

- Ensure all sensitive information will be handled securely and recorded using the school's recording procedures.
- Not share any details with third parties and ensure devices are locked when unattended.

4.2 Processing 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 will 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

Please see the following for updates concerning safeguarding in relation to home learning.

COVID-19 amendments to the Child Protection Policy this also details reference to remote learning curriculum and risks online.

6. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government by the Principal.

7. Links with other policies

This policy is linked to our:

- › Behaviour policy
- › SNMAT Child protection 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