



Whiston Willis Primary Academy

Remote Learning Policy



Lead Responsibility	R. Pender	Approved By Governors	
Implementation date	January 2020	Review date	April 2020

MISSION STATEMENT

Our school is a safe, happy and inclusive place where everybody is valued, treated equally, respected and where difference is celebrated.

We believe that all members of our School community should reach their full potential academically, socially and emotionally.

We are committed to ensuring that every child is prepared for their future lives as responsible citizens with a strong moral purpose.

Learning is a lifelong journey and we strive for all children to enjoy learning; leading to independent, motivated 'Lifelong Learners' who are prepared to face the modern day wider world with enthusiasm.

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

2.1 Teachers

When providing remote learning, teachers must be available between 8.30am-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. Adapt this if the procedure is different. If it's the same, you may still want to remind staff of the procedure here.

When providing remote learning, teachers are responsible for:

- Setting work:
 - For the phase in an agreed subject
 - This work will be either daily or weekly dependent upon lesson
 - Work will be on the school website ready for Monday morning each week
 - Work will be uploaded to the school website on class pages
 - Staff will plan and work together with school leaders and subject leads
- Providing feedback on work:
 - Staff will offer feedback to pupil work via Purple Mash – this may be acknowledgement and if necessary feedback given for pupils to edit or amend

- Staff will share feedback through marking tool on Purple Mash
- Keeping in touch with pupils who aren't in school and their parents –
 - Follow school agreed protocol on phone calls – liaise with school leaders and Safeguarding/ SENCO lead
 - Answer emails or communication within school hours
 - Manage any complaints or concerns by parents/carers
 - Address non – engagement following Remote Learning Policies and Procedures
- Attending virtual meetings with staff, parents and pupils –
 - Follow all safeguarding procedures regarding virtual meetings

Non – contact time is allocated to staff to carry out the above requirements and responsibilities around planning remote learning – this is covered within our in school rota system.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9.00am -3.00pm

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 assisting with remote learning, teaching assistants may be responsible for:

- SEN (1-1) communication and Microsoft Teams calls
- Virtual interventions if appropriate
- Virtual 1-1 reading sessions if appropriate

2.3 Subject leads

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 – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

2.4 Senior leaders

- Curriculum Lead (Rachel Pender) Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning –through regular meetings with teachers and subject leaders, reviewing work set or reaching out for 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:

See updates to Child Protection Policy – Safeguarding Lead – Jill Watkins

https://www.whistonwillis.co.uk/downloads/policy_docs/wwpa_child_protection_policy_and_procedures_september_2020.pdf

2.6 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff 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 (school responsible)

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
- Respond and resubmit work after feedback
- 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
- 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, Curriculum lead or SENCO
- Issues with behaviour – talk to the relevant SLT
- Issues with IT – talk to IT staff/SLT
- Issues with their own workload or wellbeing – talk to SLT
- Concerns about data protection – talk to SLT
- Concerns about safeguarding – talk to the DSL or Inclusion Team

4. Data protection

4.1 Accessing personal data

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

Explain:

- How they can access the data, such as on a secure cloud service or a server in your school
- Which devices they should use to access the data – if you've provided devices, such as laptops, make staff use these 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

See updates to Child Protection Policy – Safeguarding Lead – Jill Watkins

https://www.whistonwillis.co.uk/downloads/policy_docs/wwpa_child_protection_policy_and_procedures_september_2020.pdf

6. Monitoring arrangements

This policy will be reviewed half termly by Rachel Pender. At every review, it will be approved by governing body/Principal.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- 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

EQUALITY IMPACT STATEMENT:

Under the Equality Act 2010, we have a duty not to discriminate against any person based on 'protected characteristics'.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at Whiston Willis.

MONITORING:

The practical application of this policy will be reviewed by subject leaders in consultation with the curriculum lead within school regularly. The effectiveness of the policy is demonstrated through subject leadership reports to governors which include impact statements on outcomes for pupils and the quality of teaching and learning.

The policy document will be reviewed by the subject leader and curriculum leader annually or earlier if required.