



CONWAY PRIMARY SCHOOL

Remote Learning Policy

Approved by:	Yalini Carlsson-Ruban – Head teacher	Date: 23 rd January 2024
Last reviewed on:	January 2024	
Next review due by:	July 2024	

Contents

1. Aims	3
2. Roles and responsibilities	3
3. Who to contact.....	5
4. Data protection	5
5. Safeguarding	6
6. Monitoring arrangements.....	6
7. Links with other policies.....	6

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 to 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

When providing remote learning, teachers are responsible for:

- Setting work
 - For class or set
 - Between 2 hours and 4 hours of work per day
 - By 8.30am on the day of teaching
 - Work to be uploaded to Microsoft Teams on-line learning platform – full instructions are available on the Staff Drive within the Microsoft Teams file or via email from the School Business Manager
 - Teachers and support staff should co-ordinate with other teachers, including those teaching in school, via email and the zoom platform. This is to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work
- Providing feedback on work
 - Pupils upload completed work to Microsoft Teams, teachers are expected to mark pupils work and provide next steps daily.
- Keeping in touch with pupils who aren't in school and their parents
 - Teachers are expected to make weekly contact or if sufficient concern daily with the support of the Designated Safeguarding Team, using the school email address, blind copying in SLT
 - Emails from parents are only to be answered within the hours of 8:30 am and 3:30pm and should be answered within 24 hours of original contact. SLT should be blind copied in all external school communications.
 - All complaints or concerns shared by parents and pupils – for any safeguarding concerns, will be referred immediately to the Designated Safeguarding Lead and the Senior Leadership Team.
 - Behavioural issues, should be dealt with directly by the Teacher with support of the parent/guardian present during remote learning any significant concerns should be referred to SLT
- Attending virtual meetings with staff, parents and pupils
 - All staff should follow the Conway code of conduct and staff dress code when working remotely on-line

- Locations – when working remotely via Zoom or live with J2e please try to avoid areas with background noise and nothing inappropriate in the background. Should you be utilising a bedroom, please be mindful of where you station yourself and what is on view.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.45am to 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 are responsible for:

- Supporting pupils who aren't in school with learning remotely
 - The Senior Leadership team will inform support staff of which class/set they be supporting
 - The senior leadership team and class teacher will provide details of support timetable and expectations
 - All staff should follow the Conway code of conduct and staff dress code when working remotely on-line
 - Locations – when working remotely via Zoom or live with Microsoft Teams, please try to avoid areas with background noise and nothing inappropriate in the background. Should you be utilising a bedroom, please be mindful of where you station yourself and what is on view.

2.3 Subject leads

Alongside their teaching responsibilities, subject leads 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 – 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

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – if you've assigned one member of staff to lead on this, highlight them here
- Monitoring the effectiveness of remote learning – explain how they'll do this, such as 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:

- Child protection & Safeguarding policy which was reviewed and amended in September 2023. The policy can be found on the RM Staff Drive within the Policies file or on the school website

2.6 IT staff

IT staff including the business manager 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
- › To monitor their children learning and report any difficulties to the lead teacher

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, SENCO or leadership team
- › Issues with behaviour – talk to the SENCO and/or leadership team
- › Issues with IT – talk to School Business Manager and or ICT Team
- › Issues with their own workload or wellbeing – talk to their line manager
- › Concerns about data protection – talk to the data protection officer-Keith Robertson
- › Concerns about safeguarding – talk to the DSL-Linda Greenlees and or safeguarding team

4. Data protection

4.1 Accessing personal data

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

- › Utilise their own individual logins to the RM Staff Drive on the schools Internal Server
- › When engaging with our Learning Platforms Microsoft Teams or Education 365 staff are to utilise their individual USO logins provided. Microsoft Team is web browser or windows app based and available via a secure cloud data service
- › Staff Should utilise their Conway Primary School iPads when accessing personal data and learning platforms from home. If a member of staff would like to use their own personal device this should be done within the school environment and not at home

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as parental email addresses, child school email addresses and/or child date of birth 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/memory card or key 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 updated safeguarding policy with coronavirus addendum available on the RM Staff Drive or school website

6. Monitoring arrangements

This policy will be reviewed yearly by Keith Robertson School Business Manager and Linda Greenlees Designated Safeguarding Lead. At every review, it will be approved by the Head teacher

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
- › E-safety policy
- › Staff code of conduct