St Mary's RC Primary School

Distance Learning Policy

Approved by:	Governors	**Date:**	28.1.21
Last reviewed :	January 2021		
Next review due by:	January 2022		

Created: December 2020
Next Review: September 2021

Contents

1. Aims 2

2. Roles and responsibilities 2

3. Who to contact 6

4. Data protection 6

5. Safeguarding 8

6. Monitoring arrangements 8

7. Links with other policies 8

---

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 9.00am – 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 and phone the Headteacher before 8.00am.

When providing remote learning, teachers are responsible for:

- Setting work:
    - For their class

- The amount of work set daily for KS1 and KS2 will add up to no more than 5 hours per day. Lessons will include Maths, Literacy and reading daily. Foundation subjects will also be taught throughout the week.
    - Uploaded by 8.30am each day
    - Uploaded to relevant Class Team. Children and parents should be notified of work set by teachers in Posts
    - On the first day of class closure basic skills work will be set whilst teachers prepare future online lessons and contacts parents.

- Providing feedback on work:
    - Work completed on Teams such as an assignment or quiz will be given feedback within teams.
    - Work sent via email to the child's teacher will be given feedback via email.

- Keeping in touch with pupils who aren't in school and their parents:
    - Make daily contact in class Team Post section to assign and explain work for pupils or via a live meet. Posts will be used for messaging pupils, assigning work and so pupils can ask questions of the teacher. Pupils will not be able to use the Chat function to chat to each other. They will be able to message their teacher via the 'Help' channel.
    - KS2 pupils will access a daily live meet where a variety of tasks may be completed such as quizzes to assess learning, registration, introduction to the day and its activities or other.
    - Reception/KS1 pupils will access a daily live meet where a short activity or introduction will take place.
    - Make regular contact with parents who have queries through Teams or via email.
    - Teachers should avoid answering messages outside of work hours.
    - Teachers should handle any complaints or concerns shared by parents and pupils in line with the school complaints policy and guidelines and discuss with their line manager and the Head teacher.
    - Any safeguarding concerns, teachers should immediately notify the DSL or DDSLs via CPOMs.
    - All children should be encouraged to complete their work. If children are not completing work, teachers should make contact with parents via Teams, email or by telephone (At school or if working from home a mobile set to 'Private')

- Attending virtual meetings with staff, parents and pupils:
    - Dress as per school expectations in Code of Conduct for attending school
    - Use locations - avoid areas with background noise, ensure that there is nothing inappropriate in the background, sit against a neutral background
    - Ensure any tabs open in their browser would be appropriate for children to see

- Ask pupils to also be in a shared space in their house, rather than in their bedroom, with a parent present.
- Ask parents who'll also be there to be mindful that other children might see or hear them and anything in the background.
- All lessons to be recorded on school laptops/IPads so there's something to go back to later on if you need to and for improved quality.
- Teachers will regulary check the 'Help' channel to assist with any technical problems or with their learning tasks.
- Teachers will mute pupils as required.
- Any live chats/check-in sessions to be done on school laptops only
- Staff to inform HT/ DHT when they are doing live video calls/check in sessions.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9.00am – 3.30pm in line with their timetabled hours. 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 and phone the Head teacher before 8.00am.

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

- Supporting pupils who aren't in school with learning remotely:
  - SEND pupils with 1 to 1 support
  - Pupils should be supported through the class Team
- Attending virtual meetings with teachers, parents and pupils if necessary:
  - Dress code – usual work clothes
  - Avoid areas with background noise, ensure nothing inappropriate is in the background

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 effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set and feedback given on Teams or reaching out for feedback from pupils and parents
- 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 is the responsibility of the Curriculum lead.
- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set and feedback given on Teams 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 ensuring that all safeguarding guidelines and procedures are followed in relation to online lessons and that all staff conduct online learning in line with KCSIE 2020, Child Protection and Safeguarding Policy 2020 and the Staff Code of Conduct.

2.6 Technical support team

The technical support team 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 staff with set up of Home learning laptops for our disadvantaged pupils

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 or teaching assistants
- Alert teachers if they're not able to complete work
- Pupils will not attempt to call, chat or set up private groups between each other on Microsoft Teams (this feature has been disabled).
- Pupils are will not attempt to start or record a meeting/lesson (this feature has been disabled).
- Pupils are not permitted to share recorded videos/lessons made by teachers within or outside of the school Teams Account.

- Pupils should attempt to blur their background if in a meeting which involves a camera (if this facility is available to them).
- Pupils should think carefully about what acceptable language is with regards to what they type and post in line with the school's Behaviour & Discipline policy and the AUP
- Pupils must hang up at the end of the lesson once instructed to do so. The teacher must be the last person in the meeting to hang up.

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
- A parent to be in the room but off camera when a live check-in session/lesson takes place

2.8 Governing body

The governing body 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 in setting work – talk to the relevant subject lead or SENCO Cat Wilkinson
- Issues with behaviour – talk to Gill Fearns/ Donna Mcnicoll
- Issues with IT – talk to Gemma Dransfield/Intelatech
- Issues with their own workload or wellbeing – talk to any member of the SLT
- Concerns about data protection – talk to the data protection officer Sandra Kayes
- Concerns about safeguarding – report to Donna Mcnicoll via CPOMS

4. Data protection

4.1 Accessing personal data

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

- Ensure they follow all GDPR guidance in relation to emails addresses and the storage of these on the server or OneDrive.
- Only use school devices, such as laptops or Ipads, rather than teacher's 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 is locked or 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

4.4 Content

Use of Images & videos:-

Users need to ensure the images they use, share or post are appropriate and in line with the School's Acceptable Use policy.

Microsoft Teams has the ability to record meetings and calls for future playback.

Meeting attendees will see a notification alerting them when a meeting is being recorded.

Recorded Teams meetings are available to the members of that channel and can be played back through Teams.

4.5 Use of Sensitive Information:-

Microsoft Teams supports storing of sensitive information up to UK classified status.

Membership of Teams sites can be controlled by Owners or private channels can be created to control who has access to sensitive data.

When sharing sensitive information users should always check the membership of the Team or channel that they are collaborating with.

4.6 Data Storage:-

Users are also able to post files in a chat within the Microsoft Teams platform, these files will be stored within the senders OneDrive directory, and will be accessible with the recipient of the chat.

Users are able to post files in channels within a Teams site, these files will be stored in a SharePoint library and will be accessible to certain members of that channel

Staff to set work using assignments and children to complete assignments and upload to assignments for feedback

5. Safeguarding

Please refer to the Safeguarding and Child Protection Policy and Covid-19 addendum.

6. Monitoring arrangements

This policy will be reviewed annually by Gemma Dransfield and the Online safety working group. 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 and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- Acceptable use policy
- Online safety policy