



Newport CE Junior School

Remote Learning Policy

Date Policy Written and Agreed by Governors:	Date of last review:	Date of next review:
October 2020	January 2023	January 2026

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

Remote Learning is defined as: as learning that is facilitated by school staff but does not take place on school site.

2. Roles and responsibilities

Head teacher/Deputy Head teacher responsible for overseeing Remote Learning Provision.

SEND/Inclusion Manager responsible for ensuring the needs of SEND and vulnerable learners can be met.

Parent SLT responsible for taking feedback from parents/carers and responding to this during a period of Remote Learning.

Class teacher responsible for carrying out the actions and being confident in the provision delivered to their class. Teaching Assistants to support the class teacher in effective delivery.

2.1 Teachers

When providing remote learning in the event of a bubble isolating, teachers must be available between 9am and 4pm.

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:
 - On each working day the year group will need to be provided with learning resources and activity for Reading, Writing, Maths and at least one other subject. Differentiation will be provided.
 - The work should total at least four hours.
 - This should be communicated via our school website, emailed out the evening before (therefore posted online by 4pm) to allow parents and carers the opportunity to see the work before the child completes it.
 - Year group teaching teams should coordinate together to share workload.
 - In addition all classes will have a one hour (approximately) live lesson on Microsoft Teams. These maybe PSHE lessons to address feelings and to maintain relationships and belonging, could enhance the learning already sent home with teaching models or could offer an additional lesson. The class teacher will determine what is appropriate on each date. The Teams invite will be sent via ParentMail each day for the next.

When attending Live Microsoft Teams Lessons children must:

-children must enter the lesson on mute

-children must consider their background and recommend to blur or 'apply background' effects in the settings. Children should not be in bedrooms.

- The child and everyone in the home must be dressed in daytime clothing.
- Language used must be professional and appropriate.
- children must not use the chat function.
- children are asked to speak by the teacher requesting them to unmute by calling their name or they put up their virtual hand to indicate they wish to speak, the teacher calls their name to give permission to speak.
- Teachers to use the record function to save the meeting into the chat stored on the school network as evidence of behaviours in the lesson.

Further controls are identified in the risk assessment.

- Parents and carers are reminded they must not capture (photograph or video) any live lessons or the school will not hesitate in taking the appropriate action.

➤ Providing feedback on work:

- Children will be invited to email their work (it could be typed or scanned/photographed) to the class teacher for feedback. NJS.Year3@taw.org.uk NJS.Year4@taw.org.uk NJS.Year5@taw.org.uk NJS.Year6@taw.org.uk
- Class teachers will offer feedback, via email, within 24 hours of receiving the work.
- Class teachers will address any majority misconceptions through responsive Microsoft Teams lessons.

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

- Teachers will need to ensure they receive regular communication from all of the children in their class. This could be via attendance at live lessons, email or phone call.
- Staff are expected to respond to emails within 24 hours however the expectation is only that this is done within the working day: 9-4pm
- If a teacher has a safeguarding concern about a pupil this should be reported to a DSL using CPOMS.
- If pupils fail to engage with Microsoft Teams lessons the teacher is expected to contact the family, via email or phone, to identify the reasons and to work with the parent/Head/Deputy to try to overcome any barriers such as access to a device.

➤ Attending virtual meetings with staff, parents and pupils:

- Teachers should wear appropriate clothing for online teaching.
- Teachers are encouraged to use a virtual background or certainly to ensure that their background does not identify their location or any personal information.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between their usual working 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.

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

- Supporting pupils who aren't in school with learning remotely:
 - They may be asked to provide one:one sessions on Microsoft Teams for High Needs pupils to enable interventions such as phonics to continue.
 - They may be asked to attend whole class Microsoft Teams lessons to support the class teacher and to maintain relationships with the children.
 - Teaching Assistants should take a school laptop home to enable them to access Microsoft Teams and the Workgroup for resources.
- Attending virtual meetings with teachers, parents and pupils:
 - Teaching Assistants should wear appropriate clothing for online teaching.
 - Teaching Assistants are encouraged to use a virtual background or certainly to ensure that their background does not identify their location or any personal information.

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Supporting colleagues with resources that are appropriate for remote learning.
- Supporting colleagues to ensure that the key knowledge and skills are delivered during remote learning.
- 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 and supporting the remote learning approach across the school.
- Monitoring the effectiveness of remote learning – parent and pupil questionnaires, staff questionnaires, levels of engagement, emotional wellbeing of pupils and academic performance.
- 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 at all times the Child Protection Policy is followed.

2.6 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

2.7 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 by email

- 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 by email
- 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
- Checking in on the wellbeing of staff, parents and pupils during a period of remote learning.

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 or SENCO
- Issues with behaviour – talk to the Deputy Head teacher
- Issues with IT – talk to ICT Technician
- Issues with their own workload or wellbeing – talk to the Head teacher or Wellbeing Lead
- Concerns about data protection – talk to the Head teacher
- Concerns about safeguarding – talk to the DSL

4. Data protection

4.1 Accessing personal data

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

- Access data on a school device (not a personal device), using the Telford and Wrekin network.

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.

Personal information such as email addresses should not be shared with other parents.

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)
- 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 Child Protection Policy.

6. Monitoring arrangements

This policy will be reviewed half termly and by Governors.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy
- Microsoft Teams Risk Assessment