



Remote Learning Policy

Approved Date	
Approved At	CURRICULUM
Date of Next Review	
Statutory	NO
Adopted from Bracknell Forest	NO

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 8.00am – 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.

If the teacher has no internet or is ill, all learning will be directed to the class web page and the teacher needs to inform SLT of illness or no internet.

When providing remote learning, teachers are responsible for:

- **Setting work –**
 - The school will provide work in a 3 tier system
 - Individuals who are in self-isolation
 - Class bubble
 - Year group / whole school
 - Any child without IT/ SEND needs with outside agency support will be provided with learning packs
 - There will be support for phonics, reading and multiplication for specific year groups where necessary
 - Each teacher will ensure that their class page is set up by 4pm the day before
 - All learning will be uploaded onto the school website via class pages
- **Providing feedback on work:**
 - Pupils – where they are able, send assessment pieces via email to their teacher. Where it is unavailable due to the risk of infection, work completed can only be marked when the child returns to school. Due to the COVID19 restrictions NO work from homes where children are isolating can be handled until their isolation ends. This is to protect the well-being of staff and minimise any further outbreak of COVID19.
 - Feedback will be delivered through email and followed up when children return to school after the 14 day period. Where misconceptions are evident the teacher will email the child explaining their error with an example of the correct method/ spelling etc.

- Teachers will keep a tracker of comments ready to feedback on their return. Where necessary additional class teacher release will be facilitated to ensure all children receive adequate and appropriate feedback.
- **Keeping in touch with pupils who aren't in school and their parents:**
 - Teachers will stay in contact with families via school cloud weekly. Appointments will be 10 minute sessions per child. Appointments will be available via email with the office taking responsibility for this aspect of communication
 - Teachers will be available to answer emails during the working day 8am – 4pm
 - In the event of teacher illness remote learning for that class will revert to the remote individual self-isolation plan. This will be available via the class page the school office will notify parents from the class to inform them that their class teacher is unavailable
 - Dress code for any virtual meetings is as per school dress code
 - During any virtual meetings all environments must be wholly appropriate no background noise from other household members, confidentiality must be adhered to.

2.2 Teaching Assistants

- Teaching assistants will support remote learning by joining the Teams sessions within their contracted working hours
- Teaching assistants will be contactable throughout the day in line with their contracted 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.

2.3 Key Leaders

Alongside their teaching responsibilities, key leaders will be responsible for:

- The Curriculum Lead supported by the T&L facilitator will evaluate any aspects of the curriculum which need to change to accommodate remote learning
- The SENCO along with the Maths & English Leads will support and work alongside teachers working remotely to make sure all work set is appropriate and consistent
- The SENCO will monitor the provision for all children with SEND who require a highly differentiated curriculum and will support teachers working remotely
- Monitoring the remote work set by teachers will be monitored by each year group as outlined below:
 - EYFS – Year 2 = Gill Salter KS1 Co-ordinator
 - Year 3 – Mrs Mitchell
 - Year 4 – Jade Faircloth
 - Year 5 – Mrs Farrant

- Year 6 – Miss Startup & Mr Tatum
- Key leaders will support teachers via email or phone calls while working remotely to ensure that they are supported in managing their workload

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- The Curriculum Lead and T & L Lead will co-ordinate the remote learning approach across the school
- The Head Teacher supported by the Teaching & Learning Lead and Curriculum Lead will monitor the effectiveness of remote learning. This will be achieved by:
- Teams meetings weekly during the remote learning period with the teacher/year group
- reviewing the quality of the learning during and afterwards from assessed work samples
- obtaining feedback from teachers, pupils and parents
- The Head Teacher supported by the SBM will monitor the security of remote learning systems, including data protection and safeguarding considerations.

2.5 Designated safeguarding lead

The DSL is responsible for:

The school will maintain contact with children who are at home. Staff will try to speak directly to children at home to help identify any concerns, acting in accordance with school policy. They will use school phones and devices to make calls home. Or, if necessary they will use personal phones but they will withhold their personal number.

Staff and volunteers will look out for signs like:

- Not completing assigned work or logging on to school systems
- No contact from children or families
- Seeming more withdrawn during any class check-ins or video calls

2.6 Pupils and parents

Staff can expect pupils learning remotely to:

- Be online at designated times –

Reception	9:30 – 9:45	3:15 – 3:30
Yr. 1	9:30 – 9:45	3:15 – 3:30
Yr. 2	9:15 – 9:30	2:00 – 2:15
Yr. 3	9:00 – 9:15	2:15 – 2:30
Yr. 4	8:45 – 9:00	2:30 – 2:45
Yr. 5	8:30 – 8:45	2:45 – 3:00
Yr. 6	8:15 – 8:30	3:00 – 3:15

- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers via email or Teams video meetings
- 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 and use the support materials provided by school
- Support the process of learning

2.7 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
- To ensure that the workload of staff is appropriate and manageable for all

3. Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting work – Mrs Farrant or subject lead
- issues with their own workload or wellbeing –
 - EYFS – Yr2 Mrs Salter,
 - Y3 Mrs Mitchell
 - Yr4 Mrs Faircloth
 - Year 5 Mrs Farrant,
 - Year 6 Miss Startup
- Issues with behaviour – Mrs Mitchell as pupil digital leader and pastoral support
- Issues with IT – talk to Mrs Wadsworth - Prodec
- Concerns about data protection – talk to Mrs Wadsworth
- Concerns about safeguarding – talk to the Head Teacher, Mrs Faircloth or Mrs Collin

4. Data protection

4.1 Accessing personal data

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

- Staff will ONLY use school laptops where data is securely stored
- No personal devices to be used for communication, including the call facility on Microsoft Teams

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as emails 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. Monitoring arrangements

This policy will be reviewed after four months by SLT & GB. At every review, it will be approved by the FGB.