



# Andrews Lane School

## Remote learning policy

### 2020 - 2021

<b>Approved by:</b>	Headteacher	<b>Date:</b> 8 <sup>th</sup> December 2020
<b>Last reviewed on:</b>	8 <sup>th</sup> December 2020	
<b>Next review due by:</b>	March 2021	

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## 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 and 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
  - Remote learning will be provided for children who are isolating due to a positive COVID-19 result, those children who have symptoms of COVID-19 and are awaiting test results, children who are isolating in line with test and trace procedures or anyone who has been advised to isolate by the Government or NHS.
  - Work will match in class provision as closely as possible, in line with the long and medium term plan, following the curriculum sequence
  - Work will be set by 8:40am (apart from the first day of isolation which may be later depending on when the school are first informed that a child is isolating)
  - During lockdown or for periods of self-isolation, children will have access to teaching instruction and learning activities that cover at least three hours each day in Key Stage 1 and at least four hours each day in Key Stage 2
  - Work will be set using Google Classroom or Tapestry in the Early Years. Weblinks will be attached to the daily timetable which may include BBC Teach, Oak Academy and other curriculum sources. Videos of teaching new concepts/ PowerPoints may also be uploaded.
  - Teachers who have to isolate but are not unable to work may be asked to provide remote teaching via video link if the class is currently in school.
  - If children are unable to access online work then paper printed copies, workbooks and packs will be delivered in line with class provision. If there is a local lockdown, electronic devices from the DfE will be provided. (Andrews Lane School has an allocation of four devices)

› Providing feedback on work:

- Where possible, children may be able to hand in work on Google Classroom which will allow teachers to provide feedback as appropriate.

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

- Parents should call/email the school office by 9:30am to inform us if their child is isolating
- The school office / Mrs Kanuni will make regular contact with families to check in on how they are
- Pupils and teachers can use Google Classroom to communicate
- Any safeguarding concerns should be reported to one of the DSLs
- If children are not engaging with work that is set then parents may be contacted and offered support to increase engagement

› Attending virtual meetings with staff, parents and pupils:

- Staff attending meetings should ensure that they are following the school dress code
- Meetings taking place via video should be carried out in a suitable location, be aware of background information on display and ensure there are not any personal data showing (GDPR/Safeguarding)

If teachers are also working in school then they may arrange with their TA a time to prepare work and give feedback for children who are isolating.

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between their normal 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 teachers who are isolating to deliver remote teaching in the classroom
- › Supporting pupils who aren't in school with learning remotely:
  - Preparing resources for teachers to send home
  - Preparing packs of work for children who are unable to access a computer

## 2.3 Subject leads/ SENCO

Alongside their teaching responsibilities, subject leads/ SENCO 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
- › 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

- › Monitoring the effectiveness of remote learning
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## 2.5 Technical Support

The school technician alongside the computing co-ordinator, on a weekly basis, is responsible for:

- › Fixing issues with systems used to set and collect work
- › Helping staff with any technical issues they're experiencing and advising staff on how to provide technical advice to parents
- › 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 where requested.

## 2.6 Pupils and parents

Staff can expect pupils learning remotely to:

- › Engage with learning opportunities as much as possible within the different home environments that exist
- › Seek help from school staff if they need it

Staff can expect parents with children learning remotely to:

- › Seek help from the school if they need it
- › Be respectful when making any queries or concerns known to staff

## 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
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## 2.8 Provision for children with SEND

We recognise that some pupils, for example some pupils with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families, and we will work with parents and carers to support those pupils in the following ways:

- The School's SENCO will liaise directly with parents and children with SEN in order to establish what will suit the family and child.
- Children with EHCP's will be invited to attend school daily.
- Senco and Family Liaison Officer will make weekly contact with families with children with SEND.

Other interventions online have included:

- › Online reading with selected SEN pupils (3 x weekly)
- › Pre teaching sessions

- › Phonics sessions
- › Speech and Language Therapist support

### 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 computing lead
- › Issues with IT – talk to the technician or in their absence the computing lead
- › Issues with their own workload or wellbeing – talk to the Deputy Headteacher or Headteacher
- › Concerns about data protection – talk to the data protection officer via the school office
- › Concerns about safeguarding – talk to one of the DSLs

### 4. Data protection

#### 4.1 Accessing personal data

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

- › Follow the data protection policy to ensure that personal data is kept secure

#### 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email/ telephone numbers 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 passwords are kept securely
- › Making sure the device locks if left inactive for a period of time
- › Keeping operating systems up to date – always install the latest updates

### 5. Safeguarding

Please see our updated child protection policy, which can be found on our school website which includes a section on COVID measure

### 6. Monitoring arrangements

This policy will be reviewed termly . At every review, it will be approved by the headteacher.

### 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
- ICT and internet acceptable use policy
- Online safety policy