



Coundon Primary School
Together **E**veryone **A**chieves **M**ore



Remote Learning Policy

Monitoring and Review

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Head Teacher's Signature/Date	
Chair of Governor's Signature/Date	

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 when a whole class is unable to attend school
- Provide appropriate guidelines for data protection

2. Roles and responsibilities

At Coundon Primary School we work as a team to support any remote learning and many adults will have a role.

Teachers will have the responsibility for organising learning for their class (using year group teams to support in the organisation of resources if possible).

Phase leaders will have the responsibility of supporting teachers in their role.

Inclusion team (including Learning Mentors) will have the role of organising support for mental well-being and support for families

Senior Leadership team will have the responsibility for a whole school overview of the provision and support where necessary.

2.1 Teachers

When providing remote learning, teachers must be available between 09:00-15:30 during days that children would normally have been attending school.

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:
 - Teachers will work in their teams to set work for their year group
 - Teachers will set a daily Maths and English lesson
 - Teachers will promote reading for enjoyment through a daily story time; using a rota to share responsibility for recording.
 - Teachers will set a weekly Science, Topic, PSHE and PE lessons
 - Lessons will be shared by 15:00 the day before they are to be completed.
 - Teachers will alert leadership team if they are concerned that a pupil has limited access to complete the work.
- Providing feedback on work:
 - Pupils will complete work and upload to appropriate app or email to teachers so they can provide feedback directly.
 - Teachers to provide feedback to completed work in a prompt manner (within 48 hours)
- Keeping in touch with pupils who aren't in school and their parents:
 - Teachers to have daily (Monday-Friday) contact through the daily use of appropriate app or school blog.
 - Teaching Assistants to make phone calls twice a week with families who do not have Internet access
 - Teachers to answer emails as promptly as possible (within 48 hours) but not outside of normal working hours.
 - Any complaints or concerns shared by parents and pupils to be referred to senior leadership team and DSL (for safeguarding concerns)
 - Any behaviour issues (e.g. failing to complete work, inappropriate use of language) to be referred to line manager.

➤ Attending virtual meetings with staff, parents and pupils:

- If virtual meetings are needed with parents or outside agencies staff will follow the school dress code.
- Staff to use appropriate locations to hold the meeting (e.g. avoid areas with background noise, nothing inappropriate in the background)

➤ Some pupils from a class are still attending school:

- If teachers will also be working in school (e.g. because only a section of their class are having to self-isolate) then the above provision will not be followed.
- Instead teachers will provide a work pack in line with what is being taught in school (one week's work – available for collection on the following day of absence)
- Teachers will keep in contact with pupils via class email (responding within 48 hours)
- Parents and pupils encouraged to email teacher on a regular basis (at least once a week) in relation to work completed.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between within 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 class teachers in the delivery of remote learning
- Attending virtual meetings with teachers, parents and pupils following the guidelines for teachers.
- Teaching assistants may also be working in school during any closures to support where necessary.

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.
- Monitoring the remote work set by teachers in their subject – through discussions / emails 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 – co-ordinated by Alex Scott.
- Monitoring the effectiveness of remote learning – through discussions / emails 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:

- Take overall lead responsibility for safeguarding and child protection in Coundon Primary School.
- Act as a source of support and expertise on matters relating to safeguarding and child protection to ensure that other members of staff can carry out their safeguarding duty;
- Be best placed to advise on the response to safeguarding concerns;
- Liaise with the Local Authority and work with other agencies in line with 'Working Together to Safeguard Children (2018);
- Identify if children may benefit from early help;
- Make referrals to Coventry's Multi-Agency Safeguarding Hub (MASH) where children are at risk of significant harm.
- Make referrals to the Channel programme where there is a radicalisation concern and/or support staff that make a referral to Channel;
- Support the school with regards to their responsibilities under the Prevent duty and provide advice and support on protecting children from radicalisation;
- Refer cases to the police where a crime may have been committed;
- Be available during school or college hours for staff to discuss any safeguarding concerns. In the event that they are not available, a deputy will be made available;
- Undertake training to equip them with the skills to carry out the role and update this every two years;
- Ensure all staff have read and understood Part 1 and Annex A of Keeping Children Safe in Education (September 2020)
- Update their knowledge and skills regularly and keep up with any developments relevant to their role;
- Provide staff in school with the knowledge, skills and support required to safeguard children;
- Take responsibility for the accurate and timely recording of safeguarding and child protection concerns and take overall responsibility for safeguarding and child protection files;
- Take responsibility for the transfer of safeguarding files when a child leaves Coundon Primary School;
- Attend or ensure an appropriate representative attends multi-agency safeguarding or child protection meetings;
- Work closely with other relevant education professionals (e.g. SENCO, Virtual School Head) to ensure children with additional vulnerabilities are safeguarded;
- Promote a 'culture of safeguarding', in which every member of Coundon Primary School community acts in the best interests of the child;
- Regularly meet with the safeguarding link governor and/or Chair of Governors to review safeguarding in Coundon Primary School; and
- Liaise with the headteacher regarding safeguarding cases and issues.

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

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day
- 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
- 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

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 relevant phase or senior leader
- Issues with IT – talk to IT staff
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer (Joanne Bennett)
- Concerns about safeguarding – talk to the DSL (Natasha Maude)

4. Data protection

4.1 Accessing personal data

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

- Access data through the use of password protected files or via the school office (by phone)

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses or parents phone 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:

- Saving personal details in password protected files
- Making sure the device locks if left inactive for a period of time
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date

4.4 Acceptable Use

All staff members will follow the guidelines for acceptable use of ICT. This includes, but is not limited to:

- Abiding by the school's code of conduct
- Don't take risks that may introduce malware
- Take care of all equipment issued
- Don't allow anyone else to use your ICT credentials
- Avoid working in public areas where your screen could be overlooked or where your equipment is at high risk of theft

For more information see 'Acceptable Use of ICT Policy'

5. Safeguarding

For more information see updated 'Child protection and safeguarding policy' and 'Keeping children safe in education: September 2020'

6. Monitoring arrangements

This policy will be reviewed on a yearly basis by Alex Scott (Deputy Headteacher). At every review, it will be approved by the full governing board.

7. Links with other policies

This policy is linked to our:

- Contingency Plan for Remote Learning (Information for Staff and Information for Parents)
- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Acceptable Use of ICT Policy
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy
- Data Protection Impact Assessment