



Millfields First School

Remote learning policy

Date reviewed: September 2023

Date of next review: September 2024

Chair of Governors (signature)

A handwritten signature in black ink, appearing to read "Carole Kestoh".

Head Teacher (signature)

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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-3.20pm with an hour's lunch break to be taken during normal school lunch time.

If they're unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure. When this is the case, a member of the SLT should arrange with the teacher's year partner to post the pre-prepared work for their class.

Teachers are responsible for providing remote learning for their class:

Setting work:

- The work should follow, as far as possible, the day's timetable and meet the needs of the individuals within the class.
- The work should be set at the start of the day, or no later than the official start time of each lesson. The work should be available to the children and parents for the entire school week, plus the weekend.
- The work should be set through the Purple Mash interface, or emailed directly to parents through the class email address. It should consist of a variety of sources, eg Purple Mash, Oak Academy, voiced over power points, Teams recordings and where appropriate, Teams live lessons.
- Teachers should keep a list of children in their class who they know do not have remote capability. They should also keep a copy of each of their classes CGP books at home. In this way, if staff are off, they can let SLT or their Year Group partner know which pages of the books need to be cut out and sent home to the children who do not have remote access, to help fulfil the learning for the week. For children without access teachers should also supplement this with other activities which are in line with the class timetable.

Providing feedback on work:

- For children who can access remote learning, feedback should be done through Purple Mash/ Teams or class email.
- Hardcopy work can be sent to school with siblings to be marked, or children will return it at the end of their absence. This should then be marked and returned to the children.

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

- For children who are accessing the remote learning regularly, contact is through the feedback provided. If children are not accessing the remote work, a phone call/ email should be made once a week to check up on the children. If the phone call/ email is not answered after a second attempt on consecutive days, the DSL should be informed. Teachers should only answer emails during the working day.
- Any complaints or concerns shared by parents should be dealt with in a timely manner, and where appropriate, escalated to a member of SLT. Any safeguarding concerns should be immediately discussed with the DSL
- Children who fail to complete work should have their parents contacted and the importance of the work re-iterated to them

Attending virtual meetings with parents and pupils:

- The school dress code should be followed
- Backgrounds should be blurred or be replaced with an appropriate picture

If the whole class bubble is away from school, including the teacher, the above applies. If the whole class bubble, minus the teacher is off, the above applies but the teacher has the choice of working from home or school.

If just the teacher is off and feels well, the teacher should teach their planned lessons and stream themselves into the classroom via Teams. Work / powerpoints etc should be shown to the children via Screen Share. The class TA should be in the classroom to assist with instructions and to safeguard the children. The TA should feed back to the teacher how the children did, which children struggled etc. The day should follow its normal course.

If individual children are off due to COVID-19 isolation, work following the timetable should be sent as per above.

2.2 Teaching assistants

When teaching assistants have to be at home due to COVID-19 isolation they should be available for work during their normal working hours. If they're unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure.

Teaching assistants should undertake their pre-agreed training courses. The stated hours of these courses should be in line with the hours of work for which the individual is employed. Evidence of completion of these courses should be given to their phase leader for inclusion in their training profile.

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 through discussions with the teachers

If senior leaders have to work from home they will undertake their normal duties as far as reasonably possible using Teams for any meeting they may have planned and liaising with the school office and each other.

2.5 Designated safeguarding lead

The DSL is responsible for actioning any concerns raised by teachers.

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 the teachers
- 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
- Request hard copies if they cannot access the work remotely
- 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

3. Who to contact

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

- Issues in setting work – liaise with year group partner, phase leader or the SENDCO.
- Issues with behaviour – follow the behaviour policy and where relevant raise the behaviour to SLT.
- Issues with IT –contact IBS and inform the IT co-ordinator
- Issues with their own workload or wellbeing –talk to phase leader or head teacher
- Concerns about data protection – talk to the Head Teacher who will liaise with the data protection officer
- 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:

- Will keep the data secure in line with our staff acceptable use policy and our GDPR policy

4.2 Processing personal data

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

- Making sure the device locks if left inactive for a period of time
- Having a separate login if the personal device is shared among family or friends
- Not downloading sensitive information onto the hard drive of personal devices, but working on line through Foldr or Onedrive
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

5. Safeguarding

Always report any concerns to the DSL

6. Monitoring arrangements

This policy will be reviewed as situations change. At every review, it will be approved by Curriculum committee.

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
- ICT and internet acceptable use policy
- Online safety policy