



Remote learning policy

Prince of Wales Primary School

Approved by:	Full Governing Body	Date: 26 th November 2020
Last reviewed on:	N/A as new policy	
Next review due by:	May 2021 or sooner if guidance changes	

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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
- › Include continuous delivery of the school curriculum, as well as support of Motivation, Health and Well-Being and Parent support
- › Consider continued education for staff and parents (e.g. CPD, Supervision and Meet the Teacher)
- › Provide appropriate guidelines for data protection

2. Roles and responsibilities

2.1 Teachers

The suggested responsibilities below relate to where a whole class/bubble is isolating and would be reduced when it is fewer children isolating and the majority of the class are in school.

When providing remote learning, teachers must be available between 8:30am-4:30pm.

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.

Prince of Wales School will provide continuous and refresher training sessions and inductions for new staff on how to use MS Teams and updating the school website if necessary.

When providing remote learning, teachers are responsible for:

Setting work:

- › Teachers will set work for the pupils in their classes. This includes those responsible for streamed/intervention groups.
- › The work set should follow the usual timetable for the class had they been in school, wherever possible
- › Weekly/daily work will be shared (via the school newsletter and MS teams).
- › Teachers from years 1-6 to set work on Microsoft teams
- › .Teachers in EYFS to set work on Teams and/or on school website.

- › If there is a need for teachers to be working in school (key worker bubbles), teachers to make links between in school and remote provision e.g live streaming of particular lessons.

Providing feedback on work:

- › Reading, writing and mathematics work- all completed work submitted electronically by 1pm is to be responded to by 5pm where possible. We are aware for some working families work may be submitted at a later time. Work tasks are left open until midday the following day to allow all children the opportunity to complete the tasks.
- › All curriculum tasks submitted by the time the task is closed, teachers will comment at the end of the week
- › Keeping in touch with pupils who aren't in school:
- › If there is a concern around the level of a pupil's engagement, parents should be contacted via phone to access whether school intervention can assist engagement.
- › All parent/carer emails should come through the school office.
- › Any complaints or concerns shared by parents or pupils should be reported to a member of SLT– for any safeguarding concerns, refer immediately to the DSL.
- › When taking part in video calls with other staff/parents/carers/pupils, teachers are expected to be dressed in a professional way and in an appropriate environment.

2.2 Support Staff

- › Support Staff must be available between 8:30am- 3:30pm (or in line with individual contract hours)
- › If they are 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.
- › During the school day, support staff must complete tasks as directed by designated class teacher and/or SLT.
- › Those who work directly with children who have EHCPs or LSPs to contact children at 9:00am to outline/assist with tasks that have been set via Teams. Video calls should be used for the daily welcome and to assist work. If this is not possible, then a phone call at 8:45am. These children should again be contacted at 1pm to review morning work and offer help for afternoon tasks. If Teams is not available for these students, staff should instead phone at these times.

2.3 Subject leaders

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
- › Monitoring the remote work set by teachers in their subject by reviewing plans and assessing completed tasks
- › 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, including daily monitoring of pupil engagement.
- Monitoring the effectiveness of remote learning – through weekly meetings with teachers and subject leaders, reviewing work that is to be set and feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Where designated teachers are working in school (key worker bubbles etc), SLT are to organise and support cover responsibilities during this time.

2.5 Designated safeguarding lead

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

2.6 IT Technician

The IT technician is responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff 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 The SENCO

- Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.
- Ensuring that pupils with EHCPs continue to have their needs met while learning remotely, and liaising with the Head teacher and other organisations to make any alternate arrangements for pupils with EHCPs and LSPs.
- Identifying the level of support individual children may require

2.8 The SBM

- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.

2.9 Pupils and parents

Staff must encourage and expect pupils learning remotely to:

- Complete work to the deadline set by teachers (1pm for core subjects, 3:30pm for foundation)
- Seek help if they need it, from teachers
- Alert teachers if they're not able to complete work
- Make the school aware if their child is sick or otherwise can't complete work
- Be respectful when making any complaints or concerns known to staff

- Work in a safe and respectful manner online in adherence to online safety and school behaviour policy.

2.10 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 – Relevant subject lead or SENCO
- Issues with behaviour – achievement leader and if appropriate, Learning mentor
- Issues with IT – IT Technician. If needed, Line manager to refer to HT
- Issues with their own workload or wellbeing – line manager. If needed, Line manager to refer to SLT
- Concerns about data protection – Data protection officer
- Concerns about safeguarding – DSL

4. Data protection

4.1 Accessing personal data

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

- Use a school approved device with appropriate firewall and protection measures
- Adhere to the school policies relating to personal data and safeguarding

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as their Teams username (@o365.princeofwales.enfield.sch.uk) 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. Safeguarding

At all times, staff are to be mindful of the agreed school policy on safeguarding as well as online safety. If any concerns arise, refer immediately to DSL.

6. Monitoring arrangements

This policy will be reviewed 6 months by the Head teacher, Mr J. Bless. At every review, it will be approved by the full governing board.

7. Links with other policies

This policy is linked to our:

- › Behaviour policy
- › Child protection policy and coronavirus guidelines
- › Data protection policy and privacy notices
- › Home-school agreement
- › ICT and internet acceptable use policy
- › Online safety policy

Where we are able to loan equipment to families a loan agreement must be sign. Please click the link below.