

# Remote learning contingency policy

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## 1. Aims

This remote learning contingency policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school

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- Set out expectations for all members of the school community with regard to remote learning
- Provide appropriate guidelines for data protection

## **2. Roles and responsibilities**

### **2.1 Teachers**

When providing remote learning, teachers are available from 9.00 am and 3.00pm.

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 and the school will seek to find either, supply teacher cover, or, TA cover whichever is most appropriate.

When providing remote learning, teachers are responsible for:

#### **Setting work**

- Set work for the pupils they would normally teach in school
- Set work according to the long and medium term plans already in place
- Provide differentiated tasks – by outcome or design
- Use Google Classroom to ensure that the work is accessible to all pupils and teachers
- Schedule work daily
- Provide a completion date
- Provide clear instructions
- Meet regularly with other staff members to ensure consistency, support and challenge across the year groups
- Provide an option for home delivery of books, paper and equipment should pupils at home have no online access

#### **Providing feedback on work**

- This will usually be through Google Classroom

#### **Keeping in touch with pupils, who are not in school, and their parents**

- Use Google Meets, email via the school office and telephone
- A phone call will be made to families weekly
- Respond to emails from parents within a timely manner
- Follow safeguarding procedures should any safeguarding concerns arise
- Explore through discussion with parents, any reasons why pupils are not completing work
- Remote learning may include pre-recorded lessons by teachers, pre-recorded videos by Oak academy or other providers and live teaching sessions with staff

#### **Attending virtual meetings with staff, parents and pupils:**

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- Wear appropriate clothing, as if you were at school, when conducting calls with parents or pupils
- Ensure the location of the call is appropriate

## **2.2 Teaching assistants**

When assisting with remote learning, teaching assistants must be available between 9.00 am and 3.00pm.

If staff 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.

When assisting with remote learning, teaching assistants are responsible for:

### **Supporting pupils, who are not in school, with learning remotely**

- Assisting with preparation and upload of resources
- Assisting with assessment, feedback, evaluation and collation of data
- Keeping records for specific pupils and parents
- Following school policy

### **Attending virtual meetings with staff, parents and pupils:**

- Wear appropriate clothing as if you were at school when conducting calls with parents or pupils
- Ensure the location of the call is appropriate

## **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 progressive
- Make sure deadlines are appropriate for the age and stage of pupils and curriculum
- Monitoring the remote work set by teachers in their subject through google classroom, work scrutiny, Target Tracker, discussion and school planning.
- Alerting teachers to resources they can use to teach their subject remotely

## **2.4 The Head teacher**

**Along with other responsibilities is responsible for:**

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- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning by collating feedback from all stakeholders
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Monitoring the content of lessons on Google classroom
- Communicating information about teaching and learning systems to parents and governors
- Coordinating and monitoring SEND provision, outcomes plans and pupil specific meetings/virtual meetings
- Attending EAC meetings
- Communicating with specific families re. safeguarding, mental health or other needs
- Communicating with external agencies as required

## **2.5 Designated Safeguarding Lead (DSL)**

### **The DSL is responsible for:**

- Monitoring all safeguarding procedures across the school according to the Safeguarding and Child Protection policy

## **2.6 Office staff and 123ICT**

### **The office staff and 123ICT are responsible for:**

- Supporting with technical issues with systems used to set and collect work
- Supporting staff and parents with technical issues
- 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
- Collating paper packs for pupils
- School communications via school-home phone link
- Staff rotas and absence management

## **2.7 Pupils and parents**

### **Staff can expect pupils learning remotely to:**

- Be contactable during the school day – although consider they may not always be in front of a device the entire time
- Complete work to the deadline set by teachers
- Respond to marking
- Attend Google Meets and live teaching sessions with the class or the class teacher
- Seek help if they need it, from teachers or teaching assistants

- Alert teachers if they are not able to complete work
- During remote learning meet behaviour expectations as if they were in school
- Wear appropriate clothing as if they were in school
- Apply themselves to the tasks with commitment to learning as if they were in school

**Staff can expect parents with children learning remotely to:**

- Make the school aware if their child is sick or otherwise can not complete work
- Support their child with learning
- Ensure that their child completes work on time
- Seek help from the school if they need it
- Seek information from the school website and Google Classroom
- Follow the advice and instructions provided by school staff
- Be respectful when making any complaints or concerns known to staff. Any such concerns should be communicated to staff via the office email address.
- Understand that preparing work for remote learning takes additional time on top of normal school procedures
- When making requests of staff be aware that these should be realistic and achievable in the circumstances

## **2.8 Local Governing Body**

**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
- Monitoring the application of safeguarding policy
- Monitoring the well-being of staff and pupils

## **3. Who to contact**

If staff have any questions or concerns about remote learning, they should contact their child's class teacher in the first instance. If it remains unresolved, please contact Mrs Murrey via the school office.

## **4. Data protection**

### **4.1 Accessing personal data**

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

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Access the data in One Drive or Google Classroom using school owned devices

#### **4.2 Processing personal data**

Staff members may need to collect and/or share personal data such as such as email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals do not 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**

- Refer to the ODST guidelines and school GDPR and IT security policies.
- Refer to the Office Manager
- 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)
  - 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**

All school safeguarding arrangements continue to apply during periods of remote working

### **6. Monitoring arrangements**

This policy will be reviewed in line with changes to the policy needed. At every review, it will be approved by the LGB.

### **7. Links with other policies**

This policy is linked to the school

- Behaviour policy
- Assessment policies
- Safeguarding and Child protection policy and coronavirus addendum
- Data protection policy and privacy notices
- Home-school agreement
- E-safety policy