

SOUTH HAMS FEDERATION

REMOTE LEARNING

Approved 21.09.20

Review September 2022

Aims

This remote learning policy for staff aims to:

- Ensure consistency in the South Hams Federation approach to remote learning
- Set out expectations for all members of the Federation community with regards to remote learning
- Provide appropriate guidelines for data protection

Roles and responsibilities

Teachers

Teachers must be available between 9am and 3pm. 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 procedures between 9am and 3pm on the designated absence number. If it affects the completion of any work required ensure that arrangements have been made with year group team or SLT to ensure work is completed.

Teachers are responsible for:

Setting work:

- Creating a weekly timetable of work for their year group in liaison with year group team. This must include subjects from across the curriculum.
 - Set differentiated Times Table Rockstars, Spelling Shed, Rising Stars reading book
 - Year group weekly timetables to be emailed directly to the Head of School the Thurs/Fri before the week the work commences. Head of School to proof read all and ensure consistency, they are uploaded to the website and Seesaw.
 - Working as a year group team to ensure the above work is planned and ready.
 - Providing feedback on work:
 - Pupils can send any completed work to teachers via year group Seesaw.
 - Teachers can give feedback if required.
 - Teachers should respond to any emails from parents/children within 48 hours.
- Keeping in touch with pupils and parents:
 - Weekly Newsletters will be sent to parents.
 - Emails received in the year group email from parents and pupils are to be checked between 9am and 3pm, Mon to Fri. Emails must be replied to within 48 hours. Only send replies between these times. SLT or Head of School can respond to year group enquiries it does not have to be the actual class teacher.
 - Any issues that are received are to be dealt with professionally by the class teacher and the Head of School should be bcc'd in the communication. If necessary teachers to contact a member of SLT for advice.
 - Teachers are to attempt to make contact with all pupils in their class every 2 weeks via telephone call when in school or from a withheld number. Contact details can be accessed from school contact folder please ensure you log off and do not share information with a third party. Record all contacts with parents on CPOMS and add any relevant actions. Example CPOMS comment 'Telephoned Mum offered support during home learning and I spoke with child who is getting on well. No concerns.' Alert Head of School if there is a safeguarding concern.
 - Contact should be polite and encouraging. Teachers must adhere to the email policy and not give out any personal details. Any concerns should be forwarded to

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a member of SLT who may choose to contact the parents directly. There is no expectation from school that work must be completed at this time. We believe our parents will be doing their best.

- Attending virtual meetings with staff, parents and pupils:
 - At present we have not established virtual meetings.
 - Locations (e.g. avoid areas with background noise, nothing inappropriate in the background).

Teaching assistants

Teaching assistants must be available between 9 am – 3pm, Mon to Fri. During this time they are expected to check work emails and be available when called upon to attend 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.

Teaching assistants are responsible for:

Supporting pupils with learning remotely:

- When requested by the SENCO.

Attending virtual meetings with teachers, parents and pupils:

- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background).

Curriculum leads

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

- Monitoring the work set by teachers in their subject – Review work set weekly.
- Review your current subject in the light of home learning. Evaluate what changes will need to be made in relation to home learning, creating a subject action plan.

Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – SLT.
- Monitoring the effectiveness of remote learning – reviewing work set by teachers weekly, monitoring Seesaw, monitoring email correspondence between parents and teachers.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

Designated safeguarding lead

The DSL is responsible for: Maintaining contact, collating, passing on information and responding to any concerns.

Admin staff

Admin staff are responsible for:

- Creating emails for whole year groups.
- Reviewing the security of systems and flagging any data protection breaches to the data protection officer.
- Assisting pupils and parents with accessing the internet or devices codes, login details.

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Pupils and parents

Staff can expect pupils to:

Be contactable during the hours of the school day 9am – 3pm – although they may not always be in front of a device the entire time.

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 to:

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

Board of Governors

The Board of Governors is responsible for:

- Monitoring the Federation approach to providing remote learning to ensure education remains as high quality as possible.
- Ensuring that staff are certain that systems are appropriately secure, for both data protection and safeguarding reasons.

Who to contact

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

- Issues in setting work – talk to the relevant subject lead/SENCO/SLT.
- Issues with behaviour – talk to the SENCO/Head of School.
- Issues with their own workload or wellbeing – talk to their line manager/ Head of School
- Concerns about data protection – talk to the data protection officer.
- Concerns about safeguarding – talk to the DSL.

All staff can be contacted via the school email addresses.

Data protection

Accessing personal data

When accessing personal data, all staff members will:

- All staff have access to CPOMS to record any parent contact or concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party.
- Head of School/SLT have the ability to locate personal details of families when required. SLT are not to share their access permissions with other members of staff.
- School laptops and iPads are to be used when accessing any personal information on pupils.

Sharing personal data

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.

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While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

Keeping devices secure

These tips are based on our article on [GDPR and remote learning](#). Talk to your data protection officer for more help, and your SLT if you want to include details on how to put these measures in place.

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.
- Keeping operating systems up to date – always install the latest updates.

Safeguarding

Please see the following for updates concerning safeguarding in relation to home learning.

COVID-19 amendments to the Child Protection Policy this also details reference to remote learning curriculum and risks online.

This policy is available on our website.

Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government.

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.