



# Remote Learning Policy: Parkgate Primary School 2020-2021

## 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 8.50am and 3.15pm, not including the school lunch hour.

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 need to provide learning for their own class. If they are ill then a member of staff from their team will need to provide learning.
- There should be at least one activity for Maths, Writing and Reading per day. With theme learning also available in project form.
- Seesaw users – this can be uploaded daily, throughout the day or in one batch to the platform.
- For Non-Seesaw users – Learning will need to be emailed by 10.00am daily to Ben Henley (DHT) and Emily Iles (Computing Specialist) to ensure it can be uploaded to the School Website, onto the 'Class Closedown' page.
- Staff should communicate with their team via email, teams or telephone call to ensure a consistency with classes still in school.
- Those children with limited device access at home will be issued with a school device if available. This will be dependent on numbers of children off school. In the event of being unable to fulfil the need then we will revert to paper packs being posted out, if school is operational.

#### ➤ Providing feedback on work:

- Any learning completed on paper will receive feedback once children return to school.
- If children have been learning on devices, then the platform we use in school is Seesaw. Once learning is completed by children, this is then submitted to the class teacher for comment or to moderate in preparation for sharing with other class members.
- The expectation is that any paper based learning submitted upon return to school receives feedback within a week.
- Any remote learning should have received feedback within 2 school days.

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

There will be no expectation for staff to meet with parents or children online via platforms such as Microsoft Teams or Zoom.

- When meeting colleagues via the above mentioned platforms, it is a requirement to ensure that individuals are wearing appropriate clothing, in line with the staff code of conduct.
- Staff are required, where possible, to meet with limited interruptions. These areas must be private enough to ensure that any sensitive information cannot be heard or re-distributed. Staff are requested to ensure that the background to their work space contains no inappropriate objects/coverings.

If school is still operational, any responsibilities of those in isolation will be re-distributed by either the HT or DHT.

There is no expectation for remote streaming of lessons. If a staff member's bubble collapses then they will be responsible for providing learning via Seesaw or on the school website.

## 2.2 Designated safeguarding leads

The DSLs is responsible for:

Where staff are interacting with children online, they will continue to follow our existing staff behaviour policy, code of conduct and IT acceptable use policy.

Staff must not interact with children via Social Media. The Seesaw platform is secure and is monitored and this is the only way for staff to interact with children.

As there will be no live streaming, any video recordings can be checked before being uploaded to the Seesaw platform.

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures.

We will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too.

## 2.3 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 GDPR champion, Chris Cana (SBM).
- Assisting pupils and parents with accessing the internet or devices.

## 2.4 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day –they may not however, always be in front of a device the entire time.
- Complete learning 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.
- Utilise the [info@parkgate.coventry.sch.uk](mailto:info@parkgate.coventry.sch.uk) email address.

## 2.5 Local Governing Body

The Local Governing Body 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 year team, phase lead or DHT (in that order)
- Issues with behaviour – talk to the HT / DHT
- Issues with IT – talk to IT staff
- Issues with their own workload or wellbeing – HT/ DHT / SBM
- Concerns about data protection – talk to the GDPR Champion or Deputy GDPR Champion
- Concerns about safeguarding – talk to the DSLs

### **4. Data protection**

#### **4.1 Accessing personal data**

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

- Be able to access data, via the remote access to the server on our network.
- Utilise school devices such as laptops or iPads, not their own personal devices.

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

Staff members may need to collect and/or share personal data 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.

### **5. Links with other policies**

This policy is linked to our:

- Behaviour and Welfare 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
- E-Safety policy

### **6. Monitoring arrangements**

This policy will be reviewed annually or amended as required. At every review, it will be approved by the Local Governing Body.

Agreed by Governors on: 4<sup>th</sup> November 2020

To be reviewed: September 2021