St. Mary's CE Academy Remote Learning Policy

Approved by:	Governing Board & Senior Leaders	Date: September 2020
Last reviewed on:	September 2020	
Next review due by:	January 2021	

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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 9.00am and 3.20pm, on their normal working day.

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 –
- o Set work for their class daily
- o There will be one English, one Maths and one Topic based piece of work at least each day (weekly pattern of activities for EYFS)
- o Work will include short recorded videos of teaching input, worksheets or tasks, links to online activities (including Oak National & BBC Bitesize)
- o Printed activities will be provided to children unable to access online provision
- o Work should be set and shared online by 9.30am at the latest
- o Work will be shared on Class Dojo for Yr1-4 and on Tapestry for Foundation Stage
- o Teachers will work with their year group partner to plan, set and deliver the work

> Providing feedback on work –
- o Completed work will be shared on Class Dojo or Tapestry
- o There should be daily feedback for maths and English tasks and weekly feedback for topic work
- o There will be feedback for the weekly English and Maths tasks in EYFS

> Keeping in touch with pupils who aren't in school and their parents –
- o If there is a concern around the level of engagement of a pupil, parents should be contacted via Dojo / Tapestry initially to assess barriers to engagement and identify support. This may be followed up by phone contact.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between their usual working hours.

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.

During the school day, teaching assistant must complete tasks as directed by the class teacher or a member of the SLT.

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

> Co-ordinating the remote learning approach across the school including monitoring levels of engagement

> Monitoring the effectiveness of remote learning by reviewing work set or gaining feedback from teachers, pupils and parents

> Monitoring the security of remote learning systems, including data protection and safeguarding considerations

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.

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

> Complete work to the deadline set by teachers

> Seek help if they need it, from 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

> 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

> Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

3. Data Protection

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

4. Monitoring Arrangements

This policy will be reviewed termly by SLT. At every review, it will be approved by the SLT.