

Model Policy for Redbridge Schools

Churchfields Infants' School

Remote and Blended Learning Policy

Approved by: Julie Anderson
Date: 21st January 2021
Next Review: Change in guidance received from DfE

**This policy should be read in conjunction with the Churchfields Infants School
Remote Learning Plan January 2021**

Contents

1. Aims	2
2. Roles and responsibilities	2
3. Who to contact	4
4. Data protection	5
5. Safeguarding	5
6. Monitoring arrangements	5
7. Links with other policies	5

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 9:00 and 3:00.
Monday to Friday

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 activities:

- o For the whole class including differentiated groups and EHCP children
- o There should be a minimum of 3 hours each day that follows the curriculum the children would receive in school. For further details see the Churchfields Infants' School Remote Learning Plan
- o The activities need to be set by 8:30am each day
- o The activities should be set on Google Classroom. Physical resource packs should be prepared for those who require them and placed in the office for collection.
- o Activities will be planned at remote year group planning meetings and follow the curriculum that we use in school

Providing feedback on activities/learning:

- Teachers will work as a team to provide feedback on work submitted for their year group as teachers may be working in school with key worker/vulnerable children.
- Children/families will be encouraged to hand in work via Google Classroom. If this is not possible, families will submit work via email or return paper copies. Feedback will then be given via class emails.
- Teachers should be dressed appropriately
- Teachers should choose an appropriate location with a plain background where possible when working remotely from school or home. If in school teachers should ensure that personal/confidential information (such as photographs or IEPs) are not in view.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9:00am and 3:00pm Monday to Friday or their usual working hours if part time.

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 assisting with remote learning, teaching assistants are responsible for:

Supporting pupils who aren't in school with learning remotely:

- Preparing instructional videos or stories for Google Classroom. These may be for the whole class, small groups or 1-1 activities for the children they work with.
- With direction from the class teacher or team leader, host Google Meet sessions or respond to learning/activities.

Attending virtual meetings with teachers, parents and pupils:

- Teaching Assistants should be dressed appropriately
- Choose an appropriate location with a plain background where possible. when working remotely from school or home. If in school TAs should ensure that personal/confidential information (such as photographs or IEPs) are not in view.

Teaching assistants will also be required to work in school on a rota basis and support children who are in school.

2.3 Curriculum Champions

Alongside their teaching responsibilities, curriculum champions 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 appropriate and consistent, and deadlines are being set an appropriate distance away from each other

Monitoring the remote work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set

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 their year group
- Monitoring the effectiveness of remote learning –through regular meetings with teachers and subject leaders, reviewing work set or analysing feedback from children and families
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

Please see Safeguarding Annex January 2021

2.6 Families

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 as set out in our Remote Learning Plan
- Be respectful when making any complaints or concerns to staff
- Support their child to engage as fully as possible in the activities on offer.

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
- Keep up regular discussions with the Head teacher and all staff in order to offer their support as the Governing Board.

3. Who to contact

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

- Queries with setting tasks – this will be agreed at year group planning meetings with the team leader
- Queries with children with EHCPs - SENCO
- Issues with behaviour – talk to year group leader Learning Mentor or SENCo
- Concerns with their own workload or wellbeing – talk to their line manager or DSL for Mental Health and Well-being
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DSL or Deputy DSL

4. Data protection

4.1 Accessing personal data

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

Use Google Drive which is a secure cloud service or the secure school network.

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 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

Please see details in the Annex to the Child Protection Policy Jan 2021 for full details.

6. Monitoring arrangements

This policy will be reviewed by the Headteacher.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy and the coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- Computing and internet acceptable use policy
- Online safety policy