

Remote learning contingency policy

St Christopher's CE Primary School



Approved by:	Rachel Veeder	Date: January 2021
Last reviewed on:	January 2021	
Next review due by:	January 2022	

Contents

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

1. Aims

This remote learning contingency 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

Oxford Diocesan Schools Trust (ODST)

Registered Office: Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF

Oxford Diocesan Schools Trust is a private company limited by guarantee, registered in England (No. 08143249), and is an exempt charity.

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 9am-3pm

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 a variety of tasks across the curriculum, taking into consideration possible limitations students might experience at home such as access to a device, writing materials, physical resources and adult support.
- Setting work which reflects the length of a usual lesson.
- Contributing short videos to maintain a sense of community (eg. Head, Admin etc)
- Wherever possible, work set must reflect the planned curriculum.
- Teachers must keep a record that identifies the work set.
- Teachers ensure that by the end of the day, all student work has been acknowledged and any question dealt with in an appropriate manner.
- Teachers should note any students who do not complete the work.

Providing feedback on work

- Teachers should ensure feedback is given each day using google classrooms

Keeping in touch with pupils who aren't in school

- Teachers/SLT are expected to make regular contact with any children that are not in school via telephone/google classrooms/Class Dojo
- If teachers receive any complaints or concerns shared by parents and pupils they must pass these on to the headteacher/SLT

Attending virtual meetings with staff, parents and pupils – cover details like:

- Ensure normal work dress code is adhered to
- Use a safe location when attending virtual meetings (e.g. avoid areas with background noise, nothing inappropriate in the background)

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9am and 3pm

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 when the children are learning remotely

- Named children may be allocated to teaching assistants
- Teaching assistants to make contact with these families/children and engage them in learning through google classrooms

Attending virtual meetings with teachers, parents and pupils.

- Ensure normal work dress code is adhered to
- Use a safe location when attending virtual meetings (e.g. avoid areas with background noise, nothing inappropriate in the background)

2.3 Subject leads/SENDCO

Alongside their teaching responsibilities, subject leads are responsible for:

- 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 period or time away from each other
- Monitoring the remote work set by teachers in their subject by virtual meetings/conversations
- 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 the school - R O'Reilly is the lead teacher for home learning.
- Holding regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from 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 ensuring the safety of all children at all times and reporting any issues to the relevant services. The DSL is responsible for keeping in touch with any families/children receiving support from children's services. A clear log will be kept to track communication during any period of lockdown.

2.6

Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day
- Complete work 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
- Be respectful when making any complaints or concerns known to staff

2.7 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

3. Who to contact

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

Rachel Veeder – Headteacher

Wendy Brown – Assistant Headteacher/SENDCO

Ruth O'Reilly – SLT/ Home learning leader

Issues in setting work – talk to the relevant subject lead or SENCO

Issues with behaviour – talk to headteacher

Issues with IT – talk to IT staff/Ruth O'Reilly

Issues with their own workload or wellbeing – talk to headteacher

Concerns about safeguarding – talk to the DSL

4. Data protection

4.1 Accessing personal data

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

- Save work using google classrooms
- Only use the work laptops and not personal

4.2 Processing personal data

- Staff members may need to collect and/or share personal data such as names and email address' 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

- Follow the school safeguarding policy and procedures and report any concerns to the DSL

6. Monitoring arrangements

This policy will be reviewed on a 2 year cycle by Rachel Veeder the Headteacher. At every review, it will be approved by the full governing board.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Home-school agreement

Oxford Diocesan Schools Trust (ODST)

Registered Office: Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF

Oxford Diocesan Schools Trust is a private company limited by guarantee, registered in England (No. 08143249), and is an exempt charity.