



# **Spaldwick Community Primary School Remote Learning Policy**

**Person Responsible:** Headteacher, Governors

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**Approved by:** All staff, Governors

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# 1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the school's approach to remote learning.
- 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

Teachers must be available between 9am and 3:30pm. 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 immediately to the Headteacher on 07946 639723.

Teachers are responsible for:

- Setting work:
  - Teachers will provide work for their own class, if there is increased absence teachers may be asked to provide work for other classes in their key stage.
  - Teachers will provide a weekly grid of learning activities and will record clips of a key text on the school website.
  - All work must be submitted to [head@spaldwickschool.org.uk](mailto:head@spaldwickschool.org.uk) by 3pm on each Friday
  - Teachers must upload key text clips to the parent pages on school website before Monday morning.
  - Teachers must ensure they coordinate with other teachers so there is a consistent approach across each year group.
  - When teachers are in school supporting the out of school provision the Teaching Assistant linked to their class will be responsible for monitoring Tapestry.
  
- Providing feedback on work:
  - Parents are asked to upload completed work to Tapestry.
  - Teachers are expected to acknowledge and respond to children's work uploaded on Tapestry.
  - Where appropriate teachers will provide feedback and next steps.
  - Teachers will aim to have responded to the work completed by the end of each school week.
  
- Keeping in touch with pupils and parents:
  - Teachers are expected to telephone the children who are not attending the out of school provision fortnightly. Teachers might delegate this task to Teaching Assistants where appropriate.
  - Teachers are not expected to access Tapestry or answer emails outside of normal working hours.
  - Teachers must monitor the work being completed for their class. Where children are not attempting any of the work set, Teachers must notify the Assistant Head and Headteacher so they can make contact with parents.
  
- Attending virtual meetings with staff, parents and pupils:
  - Teachers are likely to use video conferencing to meet pupils to provide feedback, explain learning or listen to children read.

- Teachers must ensure they are dressed appropriately and they work in an area without background noise or images.
- Teachers are expected to be available to attend a weekly team meeting.

## 2.2 Teaching Assistants

Teaching assistants must be available between 9am and 3pm on their working days. 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 immediately to the Headteacher on 07946 639723.

Teaching assistants are responsible for:

➤ Supporting pupils with learning remotely:

- Teachers will liaise with Teaching Assistants to identify children who need remote support.
- Teaching Assistants will create video tutorials for phonics lessons, group interventions and creative activities.

➤ Supporting Teachers with learning remotely:

- Teachers will liaise with Teaching Assistants to identify the work that needs to be completed to support learning remotely.
- Teaching Assistants will be responsible for monitoring Tapestry when the Class Teacher is working in school to support the out of school provision.
- Teaching Assistants will, prepare resources for learning remotely where appropriate
- Teaching Assistants may be asked to support with the preparation of resources in readiness of school re-opening.

➤ Attending virtual meetings with teachers, parents and pupils:

- Teaching Assistants are likely to use video conferencing to meet pupils to provide feedback, explain learning or listen to children read.
- Teaching Assistants must ensure they are dressed appropriately and they work in an area without background noise or images.
- Teaching Assistants are expected to be available to attend a weekly team meeting.

➤ Engaging in CPD tasks where relevant.

## 2.3 Admin Staff

Admin staff must be available between 9am and 3pm on their working days. 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 immediately to the Headteacher on 07946 639723.

Admin staff are responsible for:

- Supporting the Headteacher with clerical duties.
- Admin staff are expected to be available to attend a weekly team meeting.
- Monitoring the email accounts to ensure queries are dealt with promptly.
- Completing tasks to ensure the school is ready to re-open when guidance is received.
- Ensuring finance queries are dealt with promptly.
- Updating the SMS
- Completing tasks to ensure the school is GDPR compliant

## **2.4 Senior leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Ensuring daily reporting to the DfE and LA is completed.
- Coordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

## **2.5 Designated safeguarding lead**

The DSL is responsible for:

- Ensuring all staff are aware of the updated safeguarding information.
- Completing well-being checks with all vulnerable children

## **2.6 Pupils and parents**

Spaldwick Community Primary School recognises many parents are working from home and understands parents may struggle to support their children with learning remotely. The school does not expect that children will complete all the tasks provided and advocates a little and often approach. Teachers will ensure some of the tasks set will be able to be completed independently.

Staff can expect pupils to:

- Attempt to complete some of the tasks set by their class teacher.
- Seek help if they need it, from teachers or teaching assistants.
- Alert teachers if they're not able to complete any of the work.

Staff can expect parents to:

- Make the school aware if their child is sick or otherwise and can't complete any of the 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 systems are appropriately secure, for both data protection and safeguarding reasons.

## **3. Out of School Provision**

- Staff with underlying health conditions will not be expected to work in school but will work from home as described.
- All other staff will be expected to work in school supporting children on a rota basis. 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 immediately to the Headteacher on 07946 639723.
- Staff on the rota will be re-deployed to support children attending the out of school provision.

## 4. Who to contact

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

- Issues in setting work – contact Rebekah Bell or Louise Worrell
- Issues with behaviour – immediately alert the member of SLT in school
- Issues with IT – contact the ICT Service on 0300 300 0000
- Issues with their own workload or wellbeing – contact Louise Worrell
- Concerns about data protection – contact Kim Peachey
- Concerns about safeguarding – contact Rebekah Bell or Louise Worrell

## 5. Data protection

### 5.1 Accessing personal data

When accessing personal data, all staff members will:

- ensure all documents are stored on One Drive
- not save passwords on any devices and must change passwords regularly
- ensure devices lock if left inactive

### 5.2 Sharing personal data

Staff members may need to collect and/or share personal data such as email addresses 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.

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

Staff will only make phone calls to parents in school and will not remove contact details from school.

## 6. Policy links

This policy is supported by the following policies and guidance documents:

- [Safeguarding policy 2019](#)
- [Safeguarding update](#)
- [Home Learning Policy](#)
- [Acceptable Use Policy](#)
- [Staff Code of Conduct](#)