

Windmill Primary School Remote Learning Policy

At Windmill Primary School remote learning is provided through 3 learning platforms; Tapestry in Reception, Seesaw in Year 1 to 5 and Google Classroom in Year 6. We use a hybrid model which also incorporates some live teaching / meets.

Aims

- To create high quality provision for pupils working at home.
- To ensure that all pupils are safe when learning remotely
- To establish appropriate guidelines for data protection

Roles and Responsibilities

Teachers

When providing remote learning teachers must be available between 8:45am and 3:05pm. 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 for their class in line with their year group planning.
- Setting an appropriate amount of work for the children to complete.
- Differentiating and adapting work for those individual pupils who may need it.
- Feeding back to their pupils and where necessary to those pupils in other classes when appropriate through the learning platform.
- To constantly remind pupils in their class about online safety.
- Ensuring that there is consistency across the year group with regards to expectations.
- Monitoring which pupils are engaging with their learning.
- Keeping in touch with pupils who aren't in school and their parents by phone or email.
- Making contact with families who aren't engaging in learning and referring them to the learning mentor who will keep a regular check on them.
- Reporting any complaints or concerns that parents may have to their year group leader or to the headteacher

Teachers should only answer emails to parents within normal working hours.

Teachers Working in School

For staff members who are working in school other members of their team will take responsibility for giving feedback to their class members and ensuring that work has been loaded onto the learning platform.

Teachers are encouraged to make contact with their class on a daily basis.

Teaching Assistants

When assisting with remote learning, teaching assistants must be available in the hours agreed by their year group leader which will be in line with contracted 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.

When assisting with remote learning, the responsibilities for teaching assistants may include:-

- Giving feedback to pupils in their class / year group
- Delivering interventions remotely.

The year group leader will identify the key tasks for different teaching assistants.

Teaching assistants who are working in school may be responsible for :-

- Teaching small groups of children
- Giving feedback to children working at home.
- Supporting planning and preparation of lessons.
- Supervising breaktimes.

Subject Leaders

- Subject leaders will be responsible for supporting class teachers across the school in planning for specific subject areas and helping them to adapt lessons for remote teaching and learning.
- Some subject leaders may plan and upload lessons in their subject onto the learning platforms directly eg Music and French.
- Monitoring the remote work set by teachers in their subject
- Alerting teachers to resources they can use to teach their subject remotely
- The SENCO will advise teachers on how to support pupils with SEND appropriately with their remote learning.
- The SENCO will monitor the provision that has been put in place for pupils with SEND.
- SLT are responsible for monitoring the security of remote learning systems, including data protection and safeguarding considerations

6 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 data protection officer
- Assisting pupils and parents with accessing the internet or devices
- Implementing the loan system to parents.

Safeguarding

- The DSL is responsible for ensuring that the safeguarding policy is being implemented across the school at all times. Including when remote learning is in place.

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

Insert details, such as:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time
- 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:

Insert details, such as:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it – if you know of any resources staff should point parents towards if they're struggling, include those here
- Be respectful when making any complaints or concerns known to staff

2.8 Governing board

The governing board is responsible for:

Insert details, such as:

- 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:

Here are some suggested issues and the most likely points of contact, but adapt and add to this as needed:

- Issues in setting work – talk to the relevant subject lead or SENCO
- Issues with behaviour – talk to the relevant head of phase or year
- Issues with IT – talk to IT staff
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DSL

Include contact details where necessary.

4. Data protection

4.1 Accessing personal data

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

Explain:

- How they can access the data, such as on a secure cloud service or a server in your IT network
- Which devices they should use to access the data – if you've provided devices, such as laptops, make staff use these rather than their own personal devices

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as [insert examples, 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

These tips are based on our article on the [GDPR and remote learning](#). Add your own rules if you have additional security measures in place, or delete any that you've already put in place in the devices you've provided for staff.

Talk to your data protection officer for more help, and your IT staff if you want to include details on how to put these measures in place.

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

Whether you've updated your child protection policy to reflect the current situation, or created an addendum to it (we have a model you can adapt [here](#)), refer to that here and explain where staff can find it.

6. Monitoring arrangements

This policy will be reviewed [insert frequency – as often as you think is appropriate and manageable] by [name/job title of individual]. At every review, it will be approved by [the full governing board/committee name/name or job title of individual].

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy [insert if relevant:] and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy

Add any other related policies and procedures that the school has here.