

Falcons Primary School



FALCONS
PRIMARY SCHOOL

Remote Learning Policy

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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 8.30am 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 procedures of contacting the Headteacher. If it affects the completion of any work required ensure that arrangements have been made with year group partners or SLT to ensure work is completed.

Teachers are responsible for:

Setting work:

- Creating a weekly timetable of work using the agreed format for their year group in liaison with year group partners. This must include subjects from across the curriculum: Reading, writing, spelling, maths, science, PE, RE, PSHE and topic (Geography, History, Art, Music, Design and Technology).
- Planning differentiated learning activities for Lower Ability /EAL/SEND pupils.
- Providing a mix of on and off screen activities.
- Taking account of what resources are available at home.
- Year group weekly timetables to be emailed directly to the Deputy Head the Thurs/Fri before the week the work commences. DH to proof read all and ensure consistency, they are then emailed to pupils on PurpleMash (PM) by class teachers. These are then also forwarded to the office to be uploaded to the website and e-mailed to parents.
- Online line safety curriculum:
https://static.purplemash.com/mashcontent/applications/teachers/pm_online_safety//Purple%20Mash%20and%20online%20Safety.pdf
- Providing feedback on work:
- Pupils send completed work to teachers by completing 2dos on PurpleMash or uploading to their pupil work folder on PurpleMash. Where families are unable to upload work they may arrange to send work via email.
- Teachers give feedback via PurpleMash using comments and rewards.
- Teachers are to send any children's work to be celebrated to the Headteacher and Deputy Headteacher.

Keeping in touch with pupils and parents:

- Staff contact all pupils in the class using Class Dojo/Purple Mash at least once in the school day.
- Teachers should respond to any emails from parents/children within 48 hrs
- Staff should respond to e-mails between 8.30am and 3pm, Mon- Fri.
- Any issues that are received are to be dealt with professionally by the class teacher and the Headteacher/Deputy Headteacher should be copied in the communication. If necessary teachers to member of SLT for advice.
- Where families need support to engage in home learning, they should be contacted via telephone and offered support in their home language where possible. If a member of staff is calling from a personal phone, they should withhold their number. Contact details can be accessed from Scholarpack but staff must ensure that they log off and keep contact information confidential.
- If there is a safeguarding concern enter on CPOMs and alert the DSL.
- Class blogs will be used to communicate with pupils and address any general issues with learning.

2.2 Teaching assistants

Teaching assistants must be available between 8.30am – 3pm, Mon to Fri. During this time, they are expected to check work emails and be available when called upon to attend school. 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.

Teaching assistants will be directed to support home learning by the class teacher/ SENCo/EAL lead/ Headteacher/Deputy Headteacher. This may include:

- Phone communication with pupils and families
- Assistance with IT skills
- Bilingual support
- Intensive support for children with significant SEND
- Printing work packs where needed
- Additional input for pupils in receipt of Pupil Premium

2.3 Curriculum leads

Alongside their teaching responsibilities, as outlined above, curriculum leads are responsible for:

- Monitoring the work set by teachers in their subject.
- Put in place action plan for the new academic year 2022/23 to support remote learning

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning and reviewing work set by teachers weekly.
- Ensuring good communication with families.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

2.5 Designated safeguarding lead

The DSL is responsible for:

Maintaining contact, collating, passing on information and responding to any concerns.

2.6 IT staff

IT staff are responsible for:

- Creating email accounts.
- Fixing issues with systems used for home learning.
- Helping staff and parents with any technical issues they're experiencing.
- Reviewing the security of systems and flagging any data protection breaches to the data protection officer. ➤ Preparing devices for home loan and keeping accurate records of this.

2.7 Pupils and parents

Staff can expect pupils to:

- Fully engage in the programme of home learning.
- Be contactable during the hours of the school day 8.30am – 3pm – although they may not always be in front of a device the entire time.
- 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 to:

- Support children with home learning and provide a suitable work space.
- Seek help from the school if they need it.
- Monitor that their child is completing work set.
- 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. Who to contact

- If staff have any questions or concerns, including regarding their own workload or wellbeing, they should contact the Headteacher.

4. Data protection

4.1 Accessing personal data

When accessing personal data, all staff members will:

- All staff have access to CPOMS to record any parent contact or concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party.
- Teachers are able to access parent contact details via Scholarpack using a secure password. Do not share any details with third parties and ensure Scholarpack is in logged off.
- School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

4.2 Sharing personal data

Staff members may need to collect and/or share personal data such as emails or phone numbers 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.

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 the following for updates concerning safeguarding in relation to home learning.

- The Child Protection and Safeguarding Policy this also details reference to remote learning curriculum and risks online. This policy is available on our website.

6. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government by the Headteacher

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy