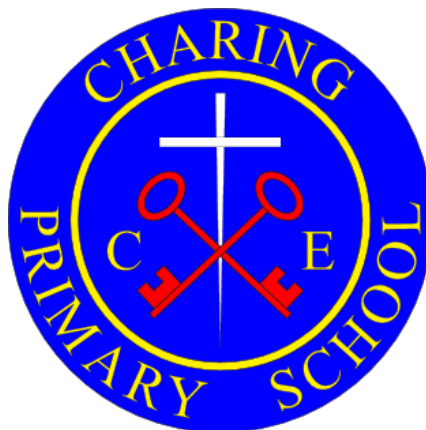


*...those who hope in the LORD will renew their strength.  
They will soar on wings like eagles; they will run and not grow weary,  
they will walk and not be faint.' Isaiah 40:31*

*connect | nurture | aspire | learn | excel | hope*



## Charing Church of England Primary School Remote Learning Policy

| Document Information | Date/source of Policy | Responsibility |
|----------------------|-----------------------|----------------|
| Date of review       | January 2021          | HoS            |
| Date of new review   | September 2021        | HoS            |

*"Our school is an inclusive family, proud of our faith in God and friendship with the community. We develop respect, aspiration, curiosity, tolerance and determination. We are a creative, compassionate and confident team"*

**Confidence**   **Determination**   **Faith**   **Friendship**   **Respect**

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## 1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not 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

In addition to their in-school work, teachers from Charing Church of England Primary School will continue to support children that are unable to attend in the event of Self Isolation Bubble, local or national Lockdown. Teachers will plan lessons that are relevant to the curriculum focus for that year group and endeavor to replicate this through tasks for home learners. Some of these lessons will be delivered on Microsoft Teams. Any resources used, including websites and worksheets, where possible, will be shared with home learners. Staff will do this electronically and it will be the responsibility of families to print/use these resources at home. Staff will respond, within reason, promptly to requests for support from families at home. Staff and parents will communicate via email through the [headteacher@charing.kent.sch.uk](mailto:headteacher@charing.kent.sch.uk) address or their class address (acorns@, willows@ etc). Should a staff member require support with the use of technology, it is their responsibility to seek this support in school and Senior Leaders will ensure that support is given promptly.

When providing remote learning, teachers must be available between 8.40am-3.15pm.

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 own class
- A daily piece of English, maths and topic work.
- 3 hours of learning will be provided for KS1 and 4 hours for KS2.
- The work will be set weekly and available from the Monday morning.
- Work will be published on the school website.

### Providing Feedback

- Work from students can be emailed to their teachers via their class email.
- Feedback will be completed when tasks are submitted. Feedback should be the same day or the day after the work is received as would be good practice in the classroom.

### Keeping in touch with pupils who aren't in school and their parents

- Class 'Teams' sessions – each class will have at least two sessions 3 times a week.
- A register will be made of 'Teams' attendance and children submitting work via email. Children who do neither will be contacted.
- Weekly contact will be made via emails or phone calls.
- Staff will only be expected to respond to emails within working hours of 8.40am-3.15pm.
- Any complaints or concerns shared by parents and pupils will be recorded on Myconcern.

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during their scheduled working 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, teaching assistants will be guided by the class teacher on resourcing learning, ensuring that work has feedback if they have additional intervention responsibilities.

## 2.3 Subject leads

Alongside their teaching responsibilities, subject leads 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 through regular email communication with teachers.
- Alerting teachers to resources they can use to teach their subject remotely.

## 2.4 Senior Leadership Team

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, and 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 that the Safeguarding Addendum contents are known by all staff and procedures adhered to.

|  | Name | Email | Phone Number |
|--|------|-------|--------------|
|--|------|-------|--------------|

|                              |              |                                |  |
|------------------------------|--------------|--------------------------------|--|
| Designated Safeguarding Lead | Izzy Hammond | senco@temple-ewell.kent.sch.uk |  |
|------------------------------|--------------|--------------------------------|--|

## 2.6 IT staff (BCTEC; coordinated by ICT Lead)

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.

## 2.7 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.
- 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:

- 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:

- Issues in setting work – talk to the relevant subject lead or SENCO
- Issues with IT – talk to Mr Bird who will contact BCTEC if necessary
- Issues with their own workload or wellbeing – talk to a member of the SLT
- Concerns about data protection – talk to Mr Bird
- 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:

- access the data, from a secure cloud service or a server in our IT network.
- access the data with school provided devices, such as laptops or password protected and secure personal laptops or tablets. Please do not use your personal mobile phone.

### **4.2 Processing personal data**

Staff members may need to collect and/or share personal data 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**

The safeguarding policy has been read by all staff and is available on the school website.

All concerns are recorded using Myconcern and acted upon by the DSL and deputies as necessary.

## **6. Monitoring arrangements**

This policy will be reviewed every year by Mrs Angela Matthews, Headteacher. At every review, it will be approved by the Local Governing Body.

## **7. Links with other policies**

This policy is linked to our:

- Behaviour policy

- Child protection and safeguarding policy
- Data protection policy and privacy notices
- Online safety policy