
Christ Church Remote Learning Policy



Approved by:

S Davies

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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 aren't in school
- 3 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 When Working From Home

When providing remote learning, teachers must be available between 9:00 am and 3:00pm.

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, e.g. phone Headteacher to inform of illness. When providing remote learning, teachers are responsible for:

7 Setting work

- o For your own class/group where setting occurs.
- o Google Meet: To deliver virtual input
- o Oak Academy/White Rose resources to be utilised
- o Daily Tasks Minimum: 1 reading activity (approx. 30 mins), 1 writing activity (approx. 30 mins), 1 maths activity (approx. 30 mins) and 1 wider curriculum activity (approx. 30 mins) per day.
- o Daily Tasks for the week should be uploaded to the website on Monday morning.
- o Where possible, mini phases should co-produce work across the phase. All planning and resources should be shared.

› Providing feedback on work

- o Pupils will email completed work/photographs of work to the class teacher.
- o Where possible, electronic feedback will be provided via 'Marvellous Me' or email.
- o As per policy, each child to receive in depth feedback at least once per week — via email or Marvellous Me or Google Meet.

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

- o One 'Marvellous Me' to all parents daily. Weekly email to individual parents to check in. Google Class Meet — Check In daily after school. All isolation pupils to be invited (10 mins)

- o Emails from parents to be answered within the 'school day' times above. This may prove difficult, but parental emails should not be read or answered after 4:30 pm.
- o Any complaints from parents should be shared with SLT via phone or email. Safeguarding concerns should be shared with DSL as soon as possible.
- o If a child fails to complete work, mention in individual email to parent.
- › Attending virtual meetings with staff, parents and pupils
 - o Dress code: if virtual meeting is with parents then smart usual workwear should be worn. Staff meetings — no dress code, although you will be seen on screen.
 - o Locations: Work from a quiet room, ensure there are no inappropriate pictures etc. in background.

2.1 b Teachers When Working From School

7 Setting work

- o For your pupils who are isolating.
- o Oak Academy and White Rose resources to be utilised
- o Daily Tasks Minimum: 1 reading activity (approx. 30 mins), 1 writing activity (approx. 30 mins), 1 maths activity (approx. 30 mins) and 1 wider curriculum activity (approx. 30 mins) per day.
- o Daily Tasks for the week should be uploaded to the website on Monday morning.
- > Providing feedback on work
 - o Pupils will email completed work/photographs of work to the class teacher.
 - o Where possible, electronic feedback will be provided via 'Marvellous Me' or email.
 - o As per policy, each child to receive in depth feedback at least once per week — via email or Marvellous Me or Google Meet.
- > Keeping in touch with pupils who aren't in school and their parents
 - o One 'Marvellous Me' to parents daily. Weekly email to individual parents to check in.
 - o Google Glass Meet — Check in daily after school. All isolating pupils to be invited (10 mins)
 - o Any complaints from parents should be shared with SLT. Safeguarding concerns should be shared with DSL as soon as possible.
 - o If a child fails to complete work, mention in individual email to parent.
 - o Emails from parents to be answered as soon as practicable, not after 7:00pm

2.2 Teaching assistants (when isolating)

When assisting with remote learning, teaching assistants must be available between 9:00am-12:00pm and 1:00pm-3:00pm. If unable to work for any reason during this time, for example due to sickness or caring for a dependent, this should be reported using the normal absence procedure. When assisting with remote learning, teaching assistants are responsible for:

- › Supporting named SEND pupils
 - o 30 mins per pupils, per day via Google Meet

- > IEP Work/Story time as directed by class teacher
- > Dress code: if virtual meeting is with parents then smart usual workwear should be worn. Staff meetings — no dress code, although you will be seen on screen
- > Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

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 — having an overview of what is covered by Oak Academy.
- › 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 — via accessing the school website and monitoring the daily tasks set.
- > 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
- > Monitoring the effectiveness of remote learning — via 'Daily Task' scrutiny, evidence of completed work scrutiny and discussions via weekly INSET meeting.
- > Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

All Safeguarding activities as set out in the Safeguarding Policy.

2.6 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

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- > 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:

- > Make the school aware if their child is sick or otherwise can't complete 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 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 phase leader or member of SLT
- › Issues with IT — talk to Jacqui Jones or Alex Harris
- › Issues with their own workload or wellbeing — talk to a member of SLT
- > Concerns about data protection — talk Headteacher/School Business Manager
- > 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:

- > Use RM Unify to access data required
- > Staff should use laptop or iPad provided to access RM unify. Do not use personal devices such as smart-phones.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses or mobile device numbers 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 current Safeguarding Policy can be found on the school's website: www.christchurch.walsall.sch.uk

6. Monitoring arrangements

This policy will be reviewed termly by Sean Davies, Headteacher. At every review, it will be approved by Chair of Governors, Lee Jeavons.

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