

Harwell Community Primary School

Remote Learning Policy



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1. Aims

This remote learning policy for aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't 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

2.1 Teachers

When providing remote learning, teachers must be available for standard school opening between 08:55 am and 3:10 pm.

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. Details of who each member of staff should contact is on the School Staff Telephone tree.

When providing remote learning, teachers are responsible for:

- Setting work for their year group within the most appropriate strand of remote learning:

Strand A If a class needs to isolate:

- o If the class teacher is well, then the teacher will teach remotely with opportunities for children to independently apply their learning via Google Classroom and Google Meet. Within FC and Year 1 this timetable and structure will be adapted to ensure age appropriate delivery and expectation.
- o Probable timetable
 - 9-9:30 - morning question & register (*allows staff to know if a call needs to be made to parents - safeguarding duty is still in place*)
 - 9:30 - 9:50 - Direct teaching via meet - (Literacy)
 - 9:50 - 10:30 - Independent follow up
 - 10:30 - 11 - Break
 - 11 - 11:20 - Direct teaching (maths)
 - 11:20 - Independent follow up
 - 11:50 -12:00 - Google meet to follow up (if unable to post online)
 - 12:00 -1:00 Lunch
 - 1-1:30 Afternoon question & register
 - 1:30 - 2:30 - Project work

- o Teachers should ensure that they avoid working in areas with background noise.
- o Teachers should ensure that there is nothing inappropriate in the background which a pupil could see.

Strand B If the class is isolating and the class teacher is unwell:

- A Project pack (prepared in advance and updated termly) which will be added to the school website and parents advised by email.
- 2 weeks of learning that deepens the year groups project learning.

Strand C If a teacher is isolating and the rest of the class is not isolating:

The teacher remotely teaches via google classroom, while the learning is supported by support staff within the classroom. For younger children (such as Yr 1 and FC) this approach will be assessed depending on age and stage of the children and may be adapted.

Strand D When an individual is isolating but is well enough to learn and the rest of the class is not isolating:

Teachers send home core learning from that day at school, at the end of the day, focusing on core subjects to minimise gaps for the pupil to complete the next day. This is either sent by email from the school office or added to Google Classroom, or Tapestry for FC, and the parent advised.

Completed work to be brought into school and handed to the class teacher when the pupil returns to school, or uploaded to Tapestry for FC children.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available for standard school opening between 08:55 am and 3:10 pm.

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. Details of who each member of staff should contact is on the School Staff Telephone tree.

When assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely under the guidance and direction of the class teacher.
- Attending virtual meetings via Google Meet with teachers and pupils
- Teaching Assistants should ensure that they avoid working in areas with background noise.
- Teaching Assistants should ensure that there is nothing inappropriate in the background which a pupil could see.

2.3 Senior Leadership Team

The Senior Leadership Team is responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning – through regular staff meetings with teachers and subject leaders, reviewing work set and reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.4 Designated safeguarding lead

The DSL is responsible for:

- Ensuring that the school's Safeguarding responsibilities are met. Annex 5 of the School's Safeguarding Policy is specifically concerned with online safety. [Harwell School 2020 Safeguarding Policy](#)

2.5 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – including attending all scheduled Google Meets
- 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

2.6 Governing Body

The governing body 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 Assistant Headteacher / SENCO or Headteacher
- Issues with behaviour – talk to the Assistant Headteacher or Headteacher
- Issues with IT - talk to the Headteacher, IT support 123ICT Ltd
- Issues with their own workload or wellbeing – talk to a member of the SLT
- Concerns about data protection – talk to the data protection officer (Jane Moreton)
- Concerns about safeguarding – talk to the DSL (Bryn Gibson) or a Deputy DSL in his absence

4. Data protection

4.1 Accessing personal data

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

- Access the data on the secure google cloud service used for Harwell School
- Use school provided chromebooks or ipads to access the data rather than their own personal devices

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as school 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

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
- Locking the device if moving away from their work area. School provided chrome books lock 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 Harwell School 2020 Safeguarding Policy must be adhered to [Harwell School 2020 Safeguarding Policy](#)

6. Monitoring arrangements

This policy will be reviewed annually by the Senior Leadership Team and Educational Effectiveness Committee or more frequently if appropriate .

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection and Safeguarding policy including online safety
- Data protection policy and privacy notices
- ICT and internet acceptable use policy