



Remote Learning Policy

This policy should be read alongside our ICT Acceptable Use Policy, E-Safety Policy and Safeguarding Policy

After each revision the policy is circulated to all Governors, school staff and displayed in the staff room and on the school website.

The policy is to be reviewed by the Governing Board in: 2021

School Mission Statement

Jarrow Cross Church of England Primary School provides a caring, Christian environment where EVERYONE is welcome and given the opportunity to develop their full potential.

Aims

This remote learning policy for staff 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

Teachers

When providing remote learning, teachers will take a two tier approach. The first tier is for children who are isolating due to for example themselves or a family member waiting for a test result. Teachers must provide paper based materials and make available on the school website and School APP a list of activities linked to a variety of websites which the children are familiar. Teachers will ensure children have the associated password to successfully access these sites.

The second tier of remote learning will take the form of a weekly plan including Reading/Spelling activities, Literacy and Numeracy tasks. This plan will be made available on both our Website and School App. This work will be set and uploaded in the event of a "Bubble" being sent home or in the case of full lockdown. Plans will be available within 24 hours. Teachers will ensure the plan is accessible and suitable for children of all levels and also that an open ended challenge is available. The plans may include links to The Oak Academy for Literacy and maths planning will be centred our White Rose Maths. Maths sheets will be available alongside the planning.

If staff have any questions or concerns about remote learning, they should contact the SLT.

Marking and Feedback

There is an expectation that parents will photograph and send completed work back to school either via Class Dojo in Reception, Year 1 and 2 and through our Distance Learning Email for Years 3-6. Teachers will then give feedback and respond to the individual child. Teachers will respond to emails/messages during working hours only.

If children are unable to work for any reason during this time, for example due to sickness they should report this using the normal absence procedure.

Keeping in Touch

The Head Teacher and Designated Safeguarding Lead will ensure that regular contact is made with families who are isolating.

In the case of a "bubble" being sent home the class teacher will maintain contact throughout the 14 day period.

In the case of a full lockdown The Head teacher and Designated Safeguarding Lead will maintain regular contact with identified vulnerable families and class teachers will maintain contact with their specific class.

Teaching Assistants

When assisting with remote learning, teaching assistants must be available between 8.30am and 4.30pm.

Teaching Assistants will firstly support teachers in ensuring children have access to their individual passwords for specific websites.

In the event of specific bubbles being sent home Teaching Assistants will be required to support in identified areas of need.

In the event of full lockdown Teaching Assistants will support with the planning and preparation of work.

Senior Leaders

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, liaising with parents, reviewing work set.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Designated Safeguarding Lead

The DSL is responsible for:

- Maintaining contact with vulnerable families, liaising with social workers, placing referrals to ISIT Safeguarding Team when necessary and the logging and recording of any safeguarding incidents.

IT Technician

The IT Technician is 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 remotely pupils and parents with accessing the internet or devices

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 via email, Class Dojo.
- 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 eg with passwords logging on to different websites.
- Be respectful when making any complaints or concerns known to staff

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

Data protection**Accessing personal data**

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

Firstly, use school devices, such as laptops or ipads rather than their own personal devices

Processing personal data

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

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

Monitoring arrangements

This policy will be reviewed monthly. At the first review it will be 9th October when it is presented to Governors. Reviews after that point will take place by SMT.

Presented and accepted by Governors October 2020

