



## Remote Learning Policy

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<p style="text-align: center;">Cheryl Chalkley – Headteacher</p> <p><b>Signed:</b> _____ <b>Date:</b> _____</p> <p style="text-align: center;">Lesley Caldwell – Chair of Governors</p> <p><b>Signed:</b> _____ <b>Date:</b> _____</p>	

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### 1. Aims

The Governors and Senior Leadership team at Mersham Primary School are fully aware that these are exceptional times. This document seeks to inform and guide families and not impose strict expectations. Each family is unique and because of this, should approach home learning in a way which suits their individual needs. We realise that any circumstances that causes our school to close will affect families in a number of ways. In our planning and expectations, we are aware of the need for flexibility from all sides:

- Parents may be trying to work from home so access to technology as a family may be limited
- Parents may have two or more children trying to access technology and need to prioritise the needs of their children
- Teachers may be trying to manage their home situation and the learning of their own children
- Teachers may be trying to manage teaching both children who are at home and those in school.
- IT systems may not always function as they should
- Children may not respond well to learning from home

This remote learning policy for staff aims to:

- Outline our approach for children that will not be attending school, as a result of government guidance or the closure of a class/phase bubble
- Outline our expectations for staff who may not be attending school due to self-isolation but are otherwise fit and healthy and able to support with the education of our children
- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Provide appropriate guidelines for data protection

This policy is intended to cover the actions the school will take in the following scenarios:

- The event of a total national or local lockdown where school is closed to all but key worker and vulnerable pupils
- The event that a class/bubble closes and pupils must be remotely educated
- The event of a partial lockdown, where classes are attending on a rota basis
- The event of adhoc individual staff and pupil absences

## 2. Roles and responsibilities

The content of remote learning provision and the consistency of provision across the school will be monitored by the Senior Leadership Team.

### 2.1 Teachers

When providing remote learning, if working from home or school, teachers will be working from home between 8.30am and 3.30pm. They will be available to respond to queries from parents and children on one of our platforms which may include Google classroom, class email or telephone.

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 appropriate learning activities on a regularly agreed basis;
- Ensuring pupils have access to useful resources (including videos, website links etc.) to support their learning;
- Monitoring the completion of work;
- Providing useful feedback on work returned through Google Classroom/Purple Mash
- Respond promptly, within reason, to requests for support from families at home. This should be done through google classroom or by a phone call, ideally within 24 hours.
- Keeping in touch with pupils who aren't in school on a weekly basis via Live Google meet sessions and/or telephone and email.
- Informing SLT/Pastoral of any pupils routinely not accessing work and/or not returning work on time.
- Attending virtual meetings with teachers, parents and pupils – ensuring that they:
  - o Dress according to the school dress code
  - o Attend meetings from a suitable and appropriate location

If teachers are also working in school, they should arrange with their class support to take some time out to manage the remote learning. If this is not possible, they should speak to their line manager to support with cover.

### 2.2 Teaching assistants

When assisting with remote learning/in school childcare, teaching assistants must be available between 8.30am and 3.30pm. If they are 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 are responsible for:

- Supporting pupils who aren't in school with learning remotely by providing feedback and additional resources where possible

- Covering their class bubble for short periods of time to allow the class teacher to manage the learning of any children who are self-isolating or awaiting test results under the direction of the class teacher

### 2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Supporting teachers in teaching their subject remotely to make sure the work that is set is appropriate and consistent
- 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 – through regular meetings with teachers and subject leaders, reviewing work set and seeking feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Monitoring that pupils without access to effective internet are provided with paper packs of work either in person, by post or through personal delivery;
- Providing opportunities for learning to be shared and celebrated to keep motivation high

### 2.5 Designated safeguarding lead

Key roles and responsibilities are outlined below in the following policies:

Child Protection:

<http://mersham.kent.sch.uk/wp-content/uploads/2020/10/Child-Protection-Policy-2020-21.pdf>

Covid19 Safeguarding Addendum

<http://www.mersham.kent.sch.uk/wp-content/uploads/2020/04/Safeguarding-Policy-addendum-COVID-19.pdf>

Online Safety Policy

<http://www.mersham.kent.sch.uk/wp-content/uploads/2020/11/Mersham-Online-Safety-November-2020.pdf>

### 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 SENCO

The SENCO is responsible for:

- Coordinating the provision for pupils with SEND across the school
- Monitoring the engagement levels of pupils with SEND
- Liaising with parents and other family members to ensure their wellbeing and help them to access available support networks

## 2.8 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although we do not expect them to be sat in front of a device for the entire day
- Log on to Google classrooms to take part in ‘remote learning’ sessions regularly (if the whole class is isolating at home)
- 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
- Understand that every effort will be made by staff to ensure that work is set promptly on appropriate platforms but the school cannot guarantee that the chosen platforms will work on all devices. Should accessing work be an issue, parents should contact us promptly and alternative solutions will be made available to ensure continuity of learning (e.g. paper copies of work). These will be discussed on a case-to-case basis.

## 2.9 Governing body

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. Data protection

### 3.1 Accessing personal data

When accessing personal data for remote learning purposes:

- Data can be accessed securely via SIMS.
- The school may provide staff with a laptop or iPad to use where possible.

### 3.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses and telephone numbers as part of the remote learning system. As long as this processing is necessary for the school's official functions and is part of our internal systems, individual permission is not required.

However, staff are reminded to collect and/or share as little personal data as possible online and ensure it is removed or deleted when no longer required.

### **3.3 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/memory stick 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
- Keeping operating systems up to date – always install the latest updates

## **4. Safeguarding**

Child Protection:

<http://mersham.kent.sch.uk/wp-content/uploads/2020/10/Child-Protection-Policy-2020-21.pdf>

Covid19 Safeguarding Addendum

<http://www.mersham.kent.sch.uk/wp-content/uploads/2020/04/Safeguarding-Policy-addendum-COVID-19.pdf>

Online Safety Policy

<http://www.mersham.kent.sch.uk/wp-content/uploads/2020/11/Mersham-Online-Safety-November-2020.pdf>

Please see the latest Keeping Children Safe in Education guidance from the DfE:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/912592/Keeping\\_children\\_safe\\_in\\_education\\_Sep\\_2020.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/912592/Keeping_children_safe_in_education_Sep_2020.pdf)

## **5. Monitoring arrangements**

This policy will be reviewed regularly to reflect changing guidance and updates during the pandemic and beyond. Feedback will be gathered from staff, parents and pupils and used to adapt the remote learning provision from the school.



## APPENDIX 1 (see also Acceptable Use Policies) Acceptable Use Policy (AUP) for Remote Learning and Online Communication

The Remote Learning Acceptable Use Policy (AUP) is in place to safeguarding all members of Mersham Primary School when taking part in remote learning following any full or partial school closures.

### Leadership Oversight and Approval

1. Remote learning be delivered using:  
Google Classroom, Purple Mash, Times Tables Rockstars, Home Learning Packs (emailed or hard copy if needed), secure class emails, phone calls and/or Parentmail. For the purpose of this policy, this home learning combination will be referred to as the ***Mersham Home Learning Offer***. This offer has been assessed and approved by the headteacher
2. Staff will only use school managed accounts with learners and/or parents/carers.
  - Use of any personal accounts to communicate with learners and/or parents/carers is not permitted.
    - Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with Cheryl Chalkley Designated Safeguarding Lead (DSL).
  - Staff will use work provided equipment where possible e.g. a school laptop, tablet, or other mobile device.
3. Online contact with learners and/or parents/carers will not take place outside of the operating times as defined by SLT:
  - 8:30M – 3:30PM

### Data Protection and Security

4. Any personal data used by staff when delivering remote learning (**such as email addresses/phone numbers**) will be processed and stored with appropriate consent and in accordance with our data protection policy. Any documents containing such sensitive information will be password protected.
5. All remote learning and any other online communication will take place in line with current school confidentiality expectations as outlined in GDPR and Code of Conduct policies.
6. Only members of the school community will be given access to the ***Mersham Home Learning Offer***.
7. Access to the ***Mersham Home Learning Offer*** will be managed in line with current IT security expectations as outlined in Online Safety Policy, Safeguarding and AUP Policy.
8. Alternative approaches and will be provided to those who do not have access to sufficient ICT at home.
9. Parental consent is in place for the use of Google Classroom and parents have been made aware of Google's use of personal data and information.

### Behaviour Expectations

- 10. Children will be expected to participate in remote learning and staff will follow up directly with parents if children are not engaging.
- 11. Educational resources will be used or shared in line with our existing teaching and learning policies, taking licensing and copyright into account.

### Policy Breaches and Reporting Concerns

- 12. Participants are encouraged to report concerns that are raised as a result of email or phone contact with Cheryl Chalkley – Headteacher.
- 13. If inappropriate language or behaviour takes place through the *Mersham Home Learning Offer*, parents of that child will be contacted directly.
- 14. Inappropriate online behaviour will be responded to in line with existing policies such as acceptable use of technology, allegations against staff, anti-bullying and behaviour. Any Online Safety issues will be referred to DSL (Cheryl Chalkley) or deputies (Sally-Anne Hanson, Leah Sexton)
- 15. Any safeguarding concerns will be reported to (Cheryl Chalkley) or deputies (Sally-Anne Hanson, Leah Sexton), in line with our child protection policy.

**I have read and understood the Mersham Primary School Acceptable Use Policy (AUP) for remote learning.**

Staff Member Name: .....

Date.....