



**Talavera Junior School**  
**Remote Learning Policy**

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**Signed:** \_\_\_\_\_ (Policy Owner)

**Print Name:** Lucy Coombs

**Review Date:**

**Signed:** \_\_\_\_\_ (Governor Approval)

**Print Name:** \_\_\_\_\_

**Approval Date:** \_\_\_\_\_



## **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

## **Roles and responsibilities (whole bubble lockdown)**

### **Teachers**

When providing remote learning, teachers must be available between 8:30am and 3:30pm.

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 by contacting the head teacher prior to 7am.

When providing remote learning, teachers are responsible for:

- **Setting work:**
  - Year leaders in liaison with their teams are responsible to creating a weekly timetable of work for all core subjects and a selection of key topic areas.
  - Class teachers will be responsible for setting weekly mathematics task and monitoring and promoting the use of TTRockstars.
  - Year teams will work together to ensure all the above work is planned for and resourced appropriately.
  - Head teacher to have access to all Google classroom 'classes' to check standard of work set.
- **Providing feedback on work:**
  - Pupils will be able to hand in/ submit work via Google classrooms.
  - Pupils will be able to message teacher via Google classrooms should they have any concerns regarding their learning.
  - Teachers should answer children back within 48 (working days) of message during self-isolation in term time.
  - When work is submitted after the given deadline, children will receive acknowledgement of the work but it will not be given feedback.
  - Where appropriate the class teacher will provide feedback via Google classrooms
  - Answers will be provided where possible via Google Classrooms.
  - Where appropriate, class teachers can send messages to all children using the 'stream' in Google classrooms. Upper school year groups will be able to post on comment on the stream between 9 and 3 during self-isolation in term time.
- **Keeping in touch with pupils who aren't in school and their parents:**

- Any issues in regards to learning can be privately messaged through Google classroom from either the child or parent and these will be responded within 48 hours (of working days) within the 8:30 - 3:30 window.
- Any concerns or queries can be sent to the attention of the class teacher, year leader or head teacher via the office email [office@talaverajunior.co.uk](mailto:office@talaverajunior.co.uk) or alternatively by calling the office.
- Teachers are to attempt to make contact with all pupils in their class every 2 weeks via telephone call when in school or from a withheld number. Contact details can be accessed from CPOMs, please ensure you log off and do not share information with a third party. Record all contacts with parents on saved spreadsheet and add any relevant actions. Example comment 'Telephoned Mum offered support during home learning and I spoke with child who is getting on well. No concerns.' Alert DSL if there is a safeguarding concern alert
- Contact should be polite and encouraging. Teachers must adhere to the email policy and not give out any personal details. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly.
- If a parent tries to contact via a teacher's school email, they will be redirected to the office email address.

Attending virtual meetings with staff, parents and pupils:

- Dress code should reflect school policy
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

### Teaching assistants

When assisting with remote learning, teaching assistants must be available during their normal contracted hours. During this time they are expected to check work emails and be available when called upon to attend school. 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.

- Teaching assistants (when requested by the SENCO) are responsible for:
- Supporting pupils with learning remotely
- Attending virtual meetings with teachers, parents and pupils (at present we have not established virtual meetings)

### Subject leads

We've used the term 'subject lead' here to refer to anyone co-ordinating subject provision across your school.

Alongside their teaching responsibilities, subject leads are responsible for:

- Monitoring the work set by teachers in their subject - Review work set weekly on the website
- Promoting resources which support the development of all children across the school in their subject

### **Senior leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school and their year group
- Monitoring the effectiveness of remote learning by reviewing work set by teachers weekly, monitoring year group usage of Mathletics and TTRockstars
- Contacting parent/ carer of any child who appears to not be interacting with home learning to discuss support.

### **Designated safeguarding lead**

The DSL is responsible for:

- Maintaining contact, collating, passing on information and responding to any concerns.

### **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

### **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
- Alert teachers if they're not able to complete
- Awareness that staff have set hours to respond to any learning or queries

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
- Ensure that their child has a calm and suitable learning environment

### **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

### **Roles and responsibilities (individual case isolation)**

In individual cases of isolation, children will access the class Google classroom. Each year group will have 10 pieces of the following home learning set in preparation:

- Writing
- Maths
- Reading

This will be updated termly and in cases of multiple isolations, teachers will review this on a case-by-case basis.

Children will be expected to complete 4 hours of home learning a day.

An updated list of each child's access to devices and internet will be kept by the office and devices will continue to be supplied for any child who does not have access at home after signing an agreement of usage.

### **Monitoring**

Monitoring of home learning will primarily be assigned to any member of staff (class teacher or TA) that is also isolating.

If there is no members of staff isolating, year groups will be responsible for marking home learning and providing feedback and contact once a week.

### **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 behaviour - talk to the relevant Year leader
- Issues with IT - talk to class teacher or computing lead
- Issues with their own workload or wellbeing - talk to their Year leader or deputy/ head teacher
- Concerns about data protection - talk to the Deputy/ Head teacher
- Concerns about safeguarding - talk to the DSL

### **Data protection**

#### **Accessing personal data**

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

- Have access to CPOMS to record any parent contact or concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party.
- School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

### **Processing personal data**

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions. While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online

### **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
- Keeping operating systems up to date - always install the latest updates

### **Monitoring arrangements**

This policy will be reviewed yearly. At every review, it will be approved by the full governing board.

### **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
- Home-school agreement/ homework policy
- ICT and internet acceptable use policy
- Dress code policy
- E-safety policy