



# Lea Endowed CE Primary

## Remote Learning Policy

### November 2021

#### 'LET EVERYONE SHINE'

At Lea Endowed Church of England School we provide an excellent education for our children. We follow God's example, by loving Him, and each other, in all that we do.

Our whole school family is encouraged to achieve their full, God given potential and shine in their own special way.

*"Let your light shine."*

Matthew 5:16

Written by SLT - C Seagrave and R Bolton

Date 26.11.2020

Reviewed: 4.11.2021

Approved by Full Governing Body 30.11.2020

## 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

### Teachers

When providing remote learning, teachers must respond within a 24 hour period. Children should be directed to ready prepared resources for the first 24 hours, including Times Table Rock Star, Busy Things, Top-marks, ICT Games and so on.

### Scenario 1

**Individual Child** sent home / isolating at home due to a positive Covid-19 result or awaiting the results of a PCR test.

- If the child is well enough, a bespoke Remote Learning Pack will be prepared within 24 hours. The work will be closely linked to current learning in class and there will be a mix of curriculum subjects and activities to ensure the child can still access a Deep and Wide curriculum. The teacher will be available via e-mail or phone call during school hours (8.30am – 4.00pm) to offer support or advice if necessary.
- Children are encouraged to submit samples of work via email and appropriate feedback will be provided within school hours.
- Parents are invited to update/share or discuss any issues or concerns with the class teacher or the Headteacher via email. Teachers are expected to respond within 24hours.
- Parents must make the school aware if their child is sick or otherwise can't complete work
- Parents must be respectful when making any complaints or concerns known to staff

### Scenario 2

**Teacher** is absent from school due to a positive Covid-19 result or whilst waiting for the results of a PCR test.

- If the teacher is well, plans will be submitted to the Headteacher. These plans can then be followed by either a member of staff or, if necessary a member of supply staff.  
E-Learning opportunities to be taken, as appropriate, to enhance CPD and further support School Improvement
- If the teacher is unwell, a member of staff or, if necessary, a member of support staff/supply teacher, will plan for the period in which the staff member is absent.

## Teaching Assistants

Teaching Assistants who are isolating due to having Covid-19 or awaiting the results of a PCR test, but are well, are expected to be available between 9:00am-3:15pm. They are expected to:

- check school emails daily and respond to them as appropriate,
- check the LCC portal for updates and any Portal Post items.
- Those TA's with teaching responsibilities should use this time to plan for their subjects plus forward planning.

- E-Learning opportunities to be taken, as appropriate, to enhance CPD and further support School Improvement
- Maintain contact with link class teacher and complete any appropriate tasks as directed

## **Subject leads**

Alongside their teaching responsibilities, subject leads are responsible for:

- Monitoring the remote work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

## **Senior Leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school

## **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

## **Data protection**

### **Accessing personal data**

When accessing personal data for remote learning purposes, all staff members will be mindful of GDPR implications and expectations

### **Processing personal data**

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

However, 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)

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

## **Safeguarding**

Normal safeguarding procedures and responsibilities are in place – see Safeguarding Policy

- Children’s welfare always comes first.
- If anyone has a concern about a child, they should act immediately following our safeguarding and child protection procedures.
- The DSLs (Catherine Seagrave and Rosie Bolton) are always available to deal with concerns
- Safe recruitment practices are followed, whether the staff and volunteers are working with children via online means or face-to-face.

Named person responsible for ensuring staff are aware of the above.

DSLs NAMES: Catherine Seagrave and Rosie Bolton

DATE: 4.11.21

Named governor aware of the school’s interim arrangements

GOVERNOR NAME: Dave Seddon

DATE: 4.11.21

## **Monitoring arrangements**

This policy will be reviewed in line with DfE guidance

## **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
  - ICT and internet acceptable use policy
- Online safety policy