

# North Curry C of E Primary School

## Remote Learning Policy



Signed by:

*H Morley* Headteacher

G Slocombe Chair of governors

Date: 18<sup>th</sup> September 2024

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Review date: September 2025

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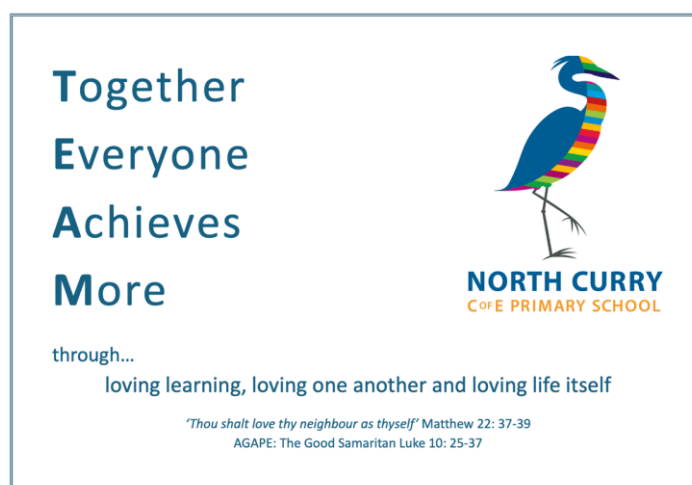
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At North Curry CE Primary School:

We believe that every child is unique and valued. We aim to provide an environment in which all pupils feel safe and can flourish. We will respond to individuals in ways which take into account their varied life experiences and particular needs. We are committed to providing an education with aspirational outcomes, which enables all pupils to make progress, become confident individuals living life in all its fullness (John 10,10).

In our school our Christian vision shapes all we do. Our vision is underpinned by the Christian values of Koinonia, Kindness, Respect, Joy, Hope and Happiness.



### 1. Aims

In developing our remote learning provision, we aim to:

- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject
- use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos and that is linked to the school's curriculum planning
- select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback and make sure staff are trained in their use
- give access to high quality remote education resources, and provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access

This Remote Learning Policy 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 Class Teachers**

When providing remote learning, teachers must be available within usual working hours.

If staff 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 providing remote learning, teachers are responsible for:

- › Setting work for their classes in line with curriculum plans
- › Providing feedback on work
- › Keeping in touch with pupils who aren't in school and their parents as per the school's guidelines
- › Attending virtual meetings with staff, parents and pupils as required

### **2.2 Teaching Assistants**

When supporting remote learning or supporting children who are in school – children of key workers or vulnerable children, teaching assistants will work as directed by the Class Teacher or SENDCO.

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.

### **2.3 Subject Leads**

Alongside their teaching responsibilities, Subject Leads (and SENDCOs if coordinating remote learning for children with SEND) are responsible for:

- › Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- › Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- › 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

### **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 – such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations

### **2.5 IT staff**

Huish IT staff are responsible for:

- › Fixing issues with MS Teams when used to deliver lessons, set and collect work, and helping staff 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

## 2.6 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 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

## 2.7 Local Governing Body

The local 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 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 relevant mentor, subject lead or SENCO
- Issues with behaviour – talk to the child/ren's parent/carer, ELSA or Head Teacher
- Issues with IT – IT coordinator, talk to Huish IT staff @ IT Helpdesk Email: [ithelpdesk@richuish.ac.uk](mailto:ithelpdesk@richuish.ac.uk)
- Issues with their own workload or wellbeing – talk to ELSA or the Head Teacher
- Concerns about data protection – talk to the data protection lead (Head Teacher) followed by data protection officer if necessary
- Concerns about safeguarding – talk to the DSL (Head Teacher) or DDSLs

## 4. Data protection

### 4.1 Accessing personal data

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

- On a secure cloud service or a server in the IT network
- Either on a school device such as desktop PC or laptops or on a personal laptop through the secure cloud service or an encrypted memory stick and not through storage on their own personal devices

### 4.2 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 (TEAMS). 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
- Making sure the device locks if left inactive for a period of time, and not sharing the device among family or friends
- Installing antivirus and anti-spyware software and keeping operating systems up to date – always install the latest updates

## **5. Safeguarding**

The Safeguarding and Child Protection Policy will be adhered to at all times. A copy of the policy can be found on the school website. The responsibilities of the DSL are as outlined in the policy.

## **6. Monitoring arrangements**

The policy will be reviewed annually by the SLT; at every review, it will be approved by the Local Governing Body.

The next scheduled review date is September 2025.

## 7. Links with other policies

This policy is linked to our:

- Behaviour and SEMH policy
- Safeguarding and Child Protection Policy
- Data protection policy and privacy notices
- Home-school agreement
- Online safety policy and Acceptable use policy