



# Remote Learning Policy

***'You must love one another as I have loved you.' John 13 v 34.***

Working together with love we will provide a happy and nurturing environment where all will, ***'learn to love and love to learn'***, making outstanding progress through an enriched and creative curriculum. Through our strong Christian ethos we will celebrate and embrace the richness of our community.

***Learn to Love - Love to Learn***

***'You must love one another as I have loved you.' John 13 v 34***



Article 28 (right to education) Every child has the right to an education. Primary education must be free and different forms of secondary education must be available to every child. Discipline in schools must respect children's dignity and their rights. Richer countries must help poorer countries achieve this.

Article 29 (goals of education) Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.



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## 1. 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

## 2. Roles and responsibilities

**The Computing Lead to ensure all staff are fully trained in the full use of Google Classroom.**

**The class teacher is responsible for the maintenance of their Google Classroom, and has responsibility for ensuring log in details are enclosed in the class Reading Journals.**

### 2.1 Teachers

When providing remote learning in the event that the whole class is isolating, teachers must be available to live teach and 'chat' between 9.00am and 3.15pm. Teaching will be recorded to enable households with only one device to access. PPA will still be in place with work set remotely for children to complete. This will facilitate quality Planning and Assessment time.

#### **Live Lesson Structure: Assess, Plan, Do, Review**

- 1) Live introduction to the lesson (including teacher modelling and explanation)
- 2) Support/feedback through 'chat' during learning including 1-1/group support as appropriate to support feedback. Teaching Assistant Support through live discussion and chat.
- 3) Plenary to check understanding and to conclude learning.

When individual children are isolating, class work to be uploaded for pupils to access.

When providing remote learning, teachers are responsible for:

- Setting work – :
  - Being available online and live to introduce the learning as per uploaded timetable and to close the lesson.
  - Respond the children's work through the Google Stream and respond to children's questions as appropriate.
  - Set Education City, Purple Mash/Maths Watch and Oak Academy work where appropriate.

- Learning slides (Rising Stars) to be uploaded to Google Classroom as per timetable.
- Liaise with other staff through the Staff Google Classroom and be available to take part in short meetings in line with the school timetable through the day as appropriate.
- Providing feedback on work –:
  - Completed work from pupils will be through Google Classroom.
  - Feedback shared through the stream in line with in class learning.
  - Work produced must be assessed with feedback provided in line with in school expectations.
- Keeping in touch with pupils who aren't in school and their parents:
  - Regular contact with parents through Email and virtual Parental Meetings as and when required. (SchoolCloud)
  - Emails from parents only answered during working hours
  - Complaints or concerns shared by parents and pupils – for any safeguarding concerns, to be referred to the DSL ain line with in school procedures.
  - How to handle any behavioural issues, such as failing to complete work to be referred to Family Support Manager/Behaviour Lead to follow up.
- Attending virtual meetings with staff, parents and pupils :
  - Dress code (Smart/Casual)
  - Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

## 2.2 Teaching assistants

When assisting with in school and remote learning, while isolating or when the year/school is in lock down teaching assistants must be available during their working hours and using the school provided Chromebook to feedback on designated pupils work.

If 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 under the direction of Class teachers are responsible for:

- Supporting designated pupils who aren't in school with learning remotely through providing feedback on pupils allocated via the Class Stream and Live Support.

## 2.3 Subject leads

Alongside their teaching responsibilities, subject leads 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.
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other.
- 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 – if you've assigned one member of staff to lead on this, highlight them here
- › Monitoring the effectiveness of remote learning – explain how they'll do this, 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 Designated safeguarding lead

The DSL is responsible for all aspects of Safeguarding:

## 2.6 IT staff

The school has an SLA for IT Support with Services4Schools: [joe.gibbons@services4schools.org.uk](mailto:joe.gibbons@services4schools.org.uk)

- › 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 Pupils and parents

Staff can expect pupils learning remotely to:

- › Be contactable during the school day – although teachers will not 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 – if you know of any resources staff should point parents towards if they're struggling, include those here
- › Be respectful when making any complaints or concerns known to staff
- ›

## 2.8 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

### 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 subject lead
- Issues with behaviour – talk to the DSL/ Behaviour Lead
- Issues with IT – talk to Computing Lead / School Technician
- Issues with their own workload or wellbeing – talk to the Business Manager
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DSL
- Parents to Email class teachers directly. Staff to only respond during school hours. Any inappropriate communication

DSL- Mr Les Dow: [ldow@st-giles.walsall.sch.uk](mailto:ldow@st-giles.walsall.sch.uk)

Technician: [joe.gibbons@services4schools.org.uk](mailto:joe.gibbons@services4schools.org.uk)

Computing lead: Mr D Hatfield: [dhatfield@st-giles.walsall.sch.uk](mailto:dhatfield@st-giles.walsall.sch.uk)

### 4. Data protection

Refer to GDPR Policy.

#### 4.1 Accessing personal data

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

- Set/access work through the LA supported Google Cloud.
- Use of School IT equipment only to deliver virtual learning.

#### 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as [insert examples, 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.

#### 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
- 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

## **5. Safeguarding**

Please refer:

- Safeguarding and Online Safety Policy
- Acceptable Use Policy
- Staff Code of Conduct

## **6. Monitoring arrangements**

This policy will be reviewed yearly. At every review, it will be approved by the Full Governing Body.

## **7. Links with other policies**

This policy is linked to our:

- Safeguarding
- Behaviour policy
- Computing
- Child protection policy [insert if relevant:] 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
- Acceptable Use Policy
- Code of Conduct

Reviewed:19.09. 24

To be reviewed 30.9.26