St. Michael's CE Primary School

Remote learning policy

Date:	20/04/20

Contents

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1. Aims

This remote learning policy for staff aims to:

> Ensure consistency in the school's approach to remote learning

> 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 Teachers

Teachers are to be available by email during the normal school working day [8.30-3.30pm]. 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 Headteacher.

Teachers are responsible for:

> Setting work –

- o The teacher will provide work for the class

- o They will ensure that the work is readily available for parents/carers to view on their class page on the school website (and/or through the use of SeeSaw in KS2)

- o We are aware of those pupils without technology and SLT in conjunction with the Inclusion Lead will make arrangements for these pupils where possible.

> Keeping in touch with pupils and parents – cover details like:

- o Teachers will update their class page regularly with a message to keep in touch with pupils and parents/carers. These updates will inform them of their learning for the week along with other possible learning options that parents/carers can pick from.

- o If parents/carers need to speak to a member of staff, they can contact them through the school office at office@stmichaelsce.co.uk and this message will then be forwarded to the relevant member of staff.

- o Any safeguarding concerns should be shared with the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead using the procedures set out below.

2.2 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

> Coordinating the remote learning approach across the school

> Monitoring the effectiveness of remote learning – explain how they'll do this, such as through regular feedback from teachers, 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

2.3 Designated safeguarding lead

Please see the school Safeguarding and Child Protection Policy along with the Safeguarding and Child Protection Policy COVID-19 Addendum for further details.

2.4 Pupils and parents

Parents can:

> Use the school website to access learning for their child through their class page

> Seek help from the school if they need it by contacting the school office at the following email address: office@stmichaelsce.co.uk

> Be respectful when making any complaints or concerns known to staff

2.5 Governing board

The governing board is responsible for:

> Monitoring the school's approach to providing remote learning to ensure education

> Ensuring that staff are certain that systems are appropriately secure, for both data protection and safeguarding reasons

3. Who to contact

If staff have any questions or concerns, they should contact the following individuals:

Here are some suggested issues and the most likely points of contact, but adapt and add to this as needed:

> Issues in setting work – school office: office@stmichaelsce.co.uk

> Issues with their own workload or wellbeing – talk to the Headteacher

> Concerns about safeguarding – talk to the DSL (Lorna Anderton) or DDSL (Alison Palmer)

4. Data protection

4.1 Sharing personal data

Staff members may need to collect and/or share personal data such as children's names 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.

4.2 Keeping devices secure

All teaching staff have a school-issued laptop which has antivirus and anti-spyware software installed nad is monitored by Charters ICT. 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 see the school Safeguarding and Child Protection Policy along with the Safeguarding and Child Protection Policy COVID-19 Addendum for further details.

6. Monitoring arrangements

This policy will be reviewed every four weeks during the COVID-19 school closure by Emma Klinker, Assistant Headteacher.

7. Links with other policies

This policy is linked to our:
- Safeguarding and Child Protection Policy and the COVID-19 addendum to our Safeguarding and Child Protection Policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy