Colgate Primary School Remote Learning Policy 2022

Working together to be our best

Approved by:	Curriculum and Progress Committee	**Date:** December 2022
Last reviewed on:	December 2022	
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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

When remote learning is in place, teachers will be available between 9am and 3pm. 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 procedures.

Teachers are responsible for:

Setting work:

Providing feedback on work:

- Pupils and parents can send any completed work to teachers via Tapestry and/or Seesaw

Keeping in touch with pupils and parents:

- Messages from parents and pupils are to be checked between 9am and 3pm, Mon- Fri. Messages should aim to be replied to within 48hrs. Only send replies between these times.
- Teachers are to attempt to make contact with all families in their class every 2 weeks via Tapestry/ Seesaw or a telephone call when in school or from a withheld number.
- Record telephone contacts with parents on CPOMS and add any relevant actions. Example CPOMS comment

'Telephoned Mum offered support during home learning and I spoke with child who is getting on well. No concerns.'

- Arranging a class Zoom session each week of absence in order to maintain contact between the school and children plus giving the children a chance to see each other.

Attending virtual meetings with staff, parents and pupils:

- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

2.2 Teaching assistants

Teaching assistants should be available between 9am – 3pm, Mon to Fri (Or their usual working hours). During this time, they are expected to check work emails and be available if needed 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 are responsible for:

- Supporting pupils with learning remotely via Tapestry/ Seesaw:

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 – reviewing work set by teachers weekly
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

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

See the COVID-19 amendments to the Child Protection Policy

2.6 IT staff (JSPC)

IT staff are responsible for:

- Creating emails
- 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 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 to:

- 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 to:

- Seek help from the school if they need it via Tapestry or Seesaw
- 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 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:

Issues in setting work – talk to the relevant subject lead/SENCO/SLT

Issues with behaviour – talk to the SENCO/SLT

Issues with IT – talk to the Head who can contact JSPC for support if needed or contact JSPC directly on 01903 767122

Issues with their own workload or wellbeing – talk to their line manager/SLT

Concerns about data protection – talk to the data protection officer (Business Manager)

Concerns about safeguarding – talk to the DSL

All staff can be contacted via Tapestry/Seesaw or office@colgateprimary.org.uk

4. Data protection

4.1 Accessing personal data

When accessing personal data:

- All staff have access to CPOMS to record any parent contact or concerns about children, which is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party.
- Teachers are able to access parent contact details via Sims if they are using remote access using a secure password. Do not share any details with third parties and ensure Sims is logged off when not in use.
- SLT have the ability to locate personal details of families when required through securely accessing Sims. SLT are not to share their access permissions with other members of staff.
- School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

4.2 Sharing 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 required and 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
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5. Safeguarding

Please see the following for updates concerning safeguarding in relation to home learning.

COVID-19 amendments to the Child Protection Policy this also details reference to remote learning curriculum and risks online.

This policy is available on our website.

6. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government by Mrs Winn (Head)

7. 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

ICT and internet acceptable use policy

HEAD TEACHER: R.Winn

CHAIR OF CURRICULUM AND PROGRESS COMMITEE: Mrs J. Watson

DATE: December 2022   **REVIEW DATE: December 2023**