

Riverside Academy

Remote learning policy



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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

Class teachers will provide daily learning remotely for pupils who are isolating using Class Dojo. Teachers will resource and assign work from the schools long- and medium-term planning derived from the national curriculum. Teachers will differentiate work in order to provide remote learning accessible to all pupils. Teachers must be available during their working hours to assign work at the agreed time and respond to pupils. Teachers will promote remote learning by engaging with pupils in a professional and positive manner.

2.1 Teachers

When providing remote learning, teachers must be available between **9:00 AM** and **3:15 PM**.

If a teacher is 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
 - Assigning learning to pupils via the Class Dojo platform
 - Facilitating and delivering live lessons throughout the day
 - A morning welcome message detailing the days' timetable is posted at 9:00 AM
 - Pupils are assigned an arithmetic activity at 9:00 am
 - Pupils are assigned a differentiated maths activity at 9:30 AM
 - Pupils are assigned a differentiated English activity at 10:30 AM
 - Pupils are assigned a foundation subject learning activity at 1:00 PM
 - Pupils are assigned a handwriting activity at 2:30-2:45 PM
 - A final end of day message to be posted at 3:15
 - Pupils who cannot access the work are signposted to the school office. The office will contact the respective staff for work and provide hardcopies to parents.
- Providing feedback on work

- Pupils will post their completed work to the teacher via Class Dojo for review.
- Teachers will provide written feedback to each pupil, offering positive praise and feedback via the comments box on each individual activity. This is then assigned to the pupil as a draft for pupils to correct/respond to and resubmit.
- Keeping in touch with pupils who aren't in school and their parents
 - Staff will use class Dojo to check-in daily with pupils via feedback to tasks and responding to pupils' questions and comments on their work and the class story.
 - Designated staff and admin to post regularly on the school Facebook page and respond to questions from parents via Facebook messenger.
 - Teachers and admin to contact and check-in with pupils and parents by phone. Staff to record a log of any comments or questions to be actioned.
 - Teachers are to only respond to pupils via Class Dojo in the working hours detailed above. Parents are not to be responded to via Class Dojo. Any communication is to be forwarded directly to the office, who will contact the parent from school.
 - Any complaints from pupils or parents should be immediately shared with the school SLT. If staff have any safeguarding concerns, they should follow the schools safeguarding procedure and notify a DSL immediately.
- Teachers to monitor regularly the pupils who are accessing learning remotely and share with admin staff.
- Admin staff to contact parents of pupils who are not engaging regularly with remote learning to offer support.
- Attending virtual meetings with staff, parents and pupils
 - Appropriate dress (See School Handbook)
 - Appropriate location

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between **9:00 AM** and **3:15 PM**.

If a teaching assistant is 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 are responsible for:

- Supporting pupils who aren't in school with learning remotely –
 - Staff will use class Dojo to check-in daily with pupils via feedback to tasks and responding to pupils' questions and comments on their work and the class story.
 - Support the teacher in assigning learning to pupils via the Class Dojo platform
 - Teaching assistants are to only respond to pupils via Class Dojo in the working hours detailed above. Parents are not to be responded to via Class Dojo. Any communication is to be forwarded directly to the office, who will contact the parent from school.

2.3 Subject leads

Staff will liaise with the school curriculum lead/subject leads to ensure work assigned is derived from the school long-term plan, appropriately pitched and consistent in presentation. Staff will consult the SEND manager to support with assigning identified pupils with appropriate work and remote resources.

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
- › Monitoring the remote learning in their subject by meeting with teachers and reviewing work set and completed
- › 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 through regular meetings with teachers and subject leaders, reviewing work set and 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:

- › Identifying the most vulnerable children in school
- › Monitor and support vulnerable children with their access to remote learning
- › Update and manage access to child protection files, where necessary
- › Liaise with children's social workers where they need access to children in need and/or to carry out statutory assessments

2.6 IT staff

IT staff are responsible for:

- › 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:

- › 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 via the school office or school social media

- › 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 curriculum lead/relevant subject lead or SEND manager
- › Issues with behaviour – contact SLT
- › Issues with IT – contact SLT who will contact Reach2 IT
- › Issues with their own workload or wellbeing – Contact their phase leader or Headteacher
- › Concerns about data protection – talk to the data protection office/ Headteacher
- › Concerns about safeguarding – contact a DSL

4. Data protection

4.1 Accessing personal data

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

- › Use the schools secure cloud-based data portal (Arbor)
- › Use school provided laptops with appropriate security software
- › Contact SLT, who will seek advice from Reach2 IT, if they have any concerns

4.2 Processing personal data

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

Refer to School Child Protection Policy addendum

6. Monitoring arrangements

This policy will be reviewed yearly.

7. Links with other policies

This policy is linked to our:

- Pupil wellbeing / behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- Computing and internet acceptable use policy
- Online safety policy