Ballycraigy Primary School

Remote Learning Policy

Date reviewed	September 2023
Date ratified by governors	January 2024
Next review due	September 2025

Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

Roles and responsibilities

Teachers

When providing remote learning, teacher must be available Monday – Friday , Teachers are not expected to provide work or answer queries at the weekend.

If they 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 own class
- Make sure that the agreed areas of the curriculum are covered
- Work should be set daily or weekly, either on the day before or before 10.00am
- Work should be uploaded on Class dojo using the class page or message parents individually in required to do so differentiation
- Staff should continue to co-ordinate with other teachers in Key stages and through online staff meetings

Providing feedback on work –

- Teachers may ask pupils to take photographs of their work or return work to school
- Teachers should answer and give feedback on individual work by sending a message or leave feedback on Purplemash within 1 week of submission.

Keeping in touch with pupils who aren't in school and their parents

- Teacher should make a note of parents that are not engaging with online learning
- Any complains or concerns about a parent or pupil should be reported to the Head of Key Stage or a member of SLT
- Follow up phone calls will be made by the Principal or Head of Key Stage for pupils that are not complying or engaging

Attending virtual meetings with staff, parents and pupils –

- Techers and assistants should be mindful that their clothing should follow the dame dress code as would be applied if on school premises
- Teachers and assistants should try to avoid areas with background noise and must ensure that there is nothing inappropriate in the background.

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 – review and feedback from teachers, assistants and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Designated Teacher

The DT is responsible for:

Seeking advice and following through in line with the current Child Protection Policy

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 – 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 in line with the complaints procedure

Board of Governors

The governing board is responsible for:

Insert details, such as:

- 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

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 head of Key stage or SENCO
- Issues with behaviour – talk to the head of key stage
- Issues with IT – Capita helpline: 0800 0931541
- Issues with their own workload or wellbeing – talk to their line manager

- Concerns about data protection – talk to the Principal
- Concerns about safeguarding – talk to the Designated Teacher

Processing personal data

Staff members will need to collect and/or share personal data such as their c2k email addresses as part of the remote learning system.

However, staff are reminded to collect and/or share as little personal data as possible online.

Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure.

- Keeping the device password-protected
- 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
- Make sure that personal data is not stored on personal devices at home

Monitoring arrangements

This policy will be reviewed every 2 years by Diane Fowler. At every review, it will be approved by the Board of Governors.