

## **ABBEY PRIMARY SCHOOL**

### **REMOTE LEARNING POLICY**

#### **Remote learning policy**

##### **1. 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 and safeguarding.

##### **2. Roles and responsibilities**

###### **2.1 Teachers**

When providing remote learning, teachers must be available between 8:30 and 4:00.

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 class/ year group. Teachers are to work together to decide.
  - In KS1 & KS2, 5 pieces of work will be set per day: SPAG, reading, writing, maths & one other which might be theme/science/foundation subject.
  - In EYFS, 3 challenges will be set per day: phonics, mathematics and theme.
  - Work needs to be available for pupils from 8:30am.
  - EYFS will use seesaw, KS1 & KS2 will use google classroom.
  - Providing feedback on work
  - Feedback on at least 1 piece of work per day.
  - Acknowledge receipt of *all* learning handed in.
- Keeping in touch with pupils who are not in school and their parents:
  - Phone or email parents if their child is not accessing their learning and find out why.

- Let SLT know if there are children that concern you.
- Staff should continue to be vigilant at this time and follow our usual online safety and safeguarding / child protection policies and procedures, contacting a safeguarding lead directly by phone in the first instance.

## **2.2 Subject leaders**

Alongside their teaching responsibilities, subject leaders 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.
- Alerting teachers to resources they can use to teach their subject remotely.

## **2.3 Senior leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across their phase.
- Monitoring the effectiveness of remote learning across their phase.
- Helping staff and parents with any technical issues they are experiencing.
- Assisting pupils and parents with accessing the internet or devices.

## **2.4 WLT technical support**

IT staff are responsible for:

- Fixing issues with systems used to set and collect work.
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer.

## **2.5 Pupils and parents**

Staff can expect pupils learning remotely to:

- Be contactable during the school day.
- Complete work to the deadline set by teachers.
- Seek help if they need it.
- Alert teachers if they are not able to complete work.
- Take part in google meetings in a suitable environment and be appropriately dressed (uniform isn't necessary, but they should be fully dressed in clothing that covers top and bottom half of the body).
- Use a virtual background for any google meetings.
- Staff can expect parents with children learning remotely to:
- Make the school aware if their child is sick or otherwise cannot complete work. ➤ Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff.
- Be aware if google meetings are taking place and make sure they are also suitably

dressed and use appropriate language and behaviour when nearby or in the background.

- Spend time speaking with their child(ren) about online safety and reminding them of the importance of reporting to an adult anything that makes them feel uncomfortable online.

## **2.6 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. Data protection**

### **3.1 Accessing personal data**

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

- Access data through SIMs.

### **3.2 Processing personal data**

Staff members may need to collect and/or share personal data such as email addresses and phone numbers as part of the remote learning system.

Staff are reminded to collect and/or share as little personal data as possible online.

### **3.3 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).
- 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.

## **4. Safeguarding**

With the increased use of digital technologies that comes with remote learning, safeguarding implications need careful consideration.

While we will be doing our best to ensure links shared are appropriate, there may be tailored advertising which displays differently in your household or other changes beyond our control.

The following websites offer useful support:

- Childline - for support
- UK Safer Internet Centre - to report and remove harmful online content
- CEOP - for advice on making a report about online abuse in addition, the following sites are

an excellent source of advice and information:

- Internet matters - for support for parents and carers to keep their children safe online
- London Grid for Learning - for support for parents and carers to keep their children safe online
- Net-aware - for support for parents and careers from the NSPCC
- Parent info - for support for parents and carers to keep their children safe online
- Thinkuknow - for advice from the National Crime Agency to stay safe online
- UK Safer Internet Centre - advice for parents and carers











## APPENDIX: National Online Safety Agency Top Tips For Parents:


At National Online Safety we believe in empowering parents, carers and trusted adults with the information they need to hold an informed conversation about online safety with their children, should they feel it is needed. This guide focuses on one platform of many which we believe trusted adults should be aware of. Please visit [www.nationalonlinesafety.com](http://www.nationalonlinesafety.com) for further guides, hints and tips for adults.

**NOS National Online Safety**  
#WakeUpWednesday

# REMOTE EDUCATION 10 TOP TIPS FOR PARENTS

Remote education ensures continuous learning outside the classroom. For parents and carers, remote education isn't always straightforward and there can be a number of factors they need to consider, especially around ensuring their children feel comfortable and are familiar with the whole concept. That's why we've created this guide to help parents and carers support their child in getting the most out of their remote education experience.

- 1. TAKE AN ACTIVE INTEREST IN YOUR CHILD'S LEARNING**  
 As a parent or carer, your school may have explained how remote education works already, but children may still need help. Take an active interest in their learning and help support them whenever they need a helping hand. 
- 2. MONITOR YOUR CHILD'S COMMUNICATION AND ONLINE ACTIVITY**  
 It's important to remind your child that despite being at home, the same level of behaviour and conduct exists as if they were at school. Encourage them to remain polite, remember their manners and not to post or send any negative comments just because they are behind a computer. 
- 3. ESTABLISH A DAILY SCHEDULE AND ROUTINE**  
 Working from home and trying to learn in a more casual setting that children might associate more with play and a degree of freedom might take a bit of getting used to. Try to stick to a daily routine and use the timetable/schedule that schools have sent home to help children keep on top of their daily learning. 
- 4. ENCOURAGE SCREEN BREAKS AND PHYSICAL ACTIVITY AWAY FROM DEVICES**  
 Remote learning will inevitably require more interaction with computers, laptops and tablets. Teachers will invariably advise on screen breaks; however, it doesn't hurt to keep a check on their time online or encourage them to get some fresh air/exercise. 
- 5. ENSURE YOUR LEARNING DEVICE IS IN PUBLIC SPACE IN THE HOME**  
 It's important to consider where your PC or laptop is placed if live video is being used. Try to keep the background neutral, with no personal information visible and move learning devices out of the bedroom as this could be deemed inappropriate. 
- 6. IMPLEMENT SAFETY CONTROLS AND PRIVACY RESTRICTIONS ON APPS AND SOFTWARE**  
 Dependant on how your school implements remote education, your child may be required to download certain software or apps. Whilst these are likely to be relatively safe to use, like any other new app or platform, parents should still implement safety controls as a precaution. 
- 7. ENSURE YOUR CHILD ONLY USES OFFICIAL SCHOOL COMMUNICATION CHANNELS**  
 It's important that all communication with teachers and school staff is directed through approved school channels, whether that be through the school's online portal or the relevant secure messaging site. 
- 8. FAMILIARISE YOURSELF WITH RELEVANT SCHOOL POLICIES**  
 Schools should have a policy on remote education that they can share with parents. Familiarise yourself with this and ensure you know what is expected of teachers and your child during lessons, both online and offline. 
- 9. MAINTAIN FEEDBACK WITH TEACHERS**  
 Engage in communication with teachers where possible, and try to feed back progress and development as well as any helpful suggestions around the learning process. Be transparent but remain professional and only use official channels to communicate. 
- 10. MONITOR YOUR CHILD'S WELLBEING AND MENTAL HEALTH**  
 Remote education will likely mean that your child won't get the same level of social interaction and might not see their friends for a while. Keep a check on their wellbeing and try to encourage them to get out as much as they can. Whilst learning from home might seem fun and exciting to start with, missing out on seeing their friends every day might take its toll. 



[www.nationalonlinesafety.com](http://www.nationalonlinesafety.com) Twitter - @natonlinesafety Facebook - /NationalOnlineSafety Instagram - @nationalonlinesafety

Sources: Remote education good practice. DfE guidance. | Safeguarding and remote education during coronavirus (COVID-19). DfE guidance.

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