Bow Community Primary
Remote Learning Policy
COVID-19

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

2.1 Teachers

When providing remote learning, teachers must be available between 8.30am and 5.00pm

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.

When providing remote learning, teachers are responsible for setting work:
- For pupils within their class who may be isolating due to COVID-19
- That covers reading, writing and maths (to include spellings, times tables and comprehension)
- The work can be set for the week, in advance, as part of the normal planning, but must be accessible to home learners
- That will be emailed out on an individual basis, or work will be made available in a paper format
- Work will be uploaded to Blendspace, should the whole class be in isolation
- Pupils who have no devices at home, may be able to borrow one from school (there is limited availability).
- As well as facilitating how they will access completed work from pupils

Pupils will be able to see feedback from the teacher via the class email. The class teacher should keep in touch with pupils who aren't in school and their parents . Teachers will make contact with a child or their parent during isolation – pupils will be expected at attend a virtual class register via zoom in the morning at 9.00.

Teachers will not answer emails after 6.00pm, on a weekend or during holidays – in line with the school's Communication Policy.

Concerns that are shared about the child or home circumstances, would be logged under CPOMS and dealt with accordingly.

If a child fails to complete work, this will need to be explored with the parents in the first instance. If this continues and there is no substantive reason for non-completion, this will be dealt with on the child's return to school.

Staff need to ensure when attending virtual meetings with parents and pupils that:

- They are dressed appropriately
- The background to the meeting is appropriate

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.45am and 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.

When assisting with remote learning, teaching assistants are responsible for supporting pupils who are not in school with remote learning. You will support pupils:
- who would normally require support in school
- through a differentiated curriculum
- using Teams or Zoom

- by chatting to them, giving encouragement, explaining a question they may not understand, giving them the tools to help have a go at something
- Teaching Assistants who are supporting pupils remotely will need to ensure that
- they are suitably dressed
- that their home background is suitable for a zoom meeting to be conducted

2.3 Subject leads

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 teachers to make sure work set remotely across all subjects is appropriate and consistent
- Alerting teachers to resources they can use to teach their subject remotely
- Raising any issues that have occurred during remote learning with the Head or Senior Teacher

2.4 Designated safeguarding lead

The DSL is responsible for the implementation of the Safeguarding Policy

2.5 Pupils and parents

Staff can expect pupils learning remotely to:
- Be contactable during the school day, especially for register at 9.00am
- 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
- Be respectful when making any complaints or concerns known to staff

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. 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 relevant subject lead or SENCO
- Issues with behaviour – talk to the Head
- Issues with their own workload or wellbeing – talk to the Head
- Concerns about data protection – talk to the data protection officer – Alvin Scott
- Concerns about safeguarding – talk to the DSL

4. Data protection

4.1 Accessing personal data

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

- Access a pupil's home email address via the SIMS database

- Access the child's learning via email (the child will send their learning to the class email account), or by receipt of a paper based copy.
- Staff will utilise their school laptop to do access school systems

4.2 Processing personal data

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

There is a copy of the Safeguarding COVID addendum located on the school website - Our School – Policies section:

https://bowcps.eschools.co.uk/cms_manage/edit_page/174887

6. Monitoring arrangements

This policy will be reviewed every two years. Next review will be February 2023.