



ROKEBY PRIMARY SCHOOL

PART OF STOWE VALLEY MULTI ACADEMY TRUST

Remote Learning Policy

Approved by: Jen
James

Date: September 2020

Last reviewed on: September 2020

Next review due by: September 2021

1. Aims

This remote learning policy 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

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 8.45am – 3.15pm. We will respond to emails/Class Dojo messages no later than 5pm.

When providing remote learning, we will:

- Setting work:
 - Each class will have two interactive lessons per day, held on the Zoom. One lesson will be maths and one lesson will be English.
 - Set work for the pupils on Classroom Secrets Kids (Year One-Year Six)
 - Set work on Classroom Secrets Kids and on Class Dojo (Nursery and Reception)
 - Set work by 9am on the day it is expected to be completed
 - Ensure that paper copies of work are available for families who cannot access online learning
- Providing feedback on work:
 - Children can send photos of their work on Class Dojo and feedback will be sent via a Dojo message
 - Classroom Secrets Kids provides instant feedback for children and this feedback and assessment is then available for class teachers to access
- Keeping in touch with pupils who are not in school and their parents:
 - If there is a concern around the level of engagement of a pupil/s parents should be contacted via phone to assess whether school intervention can assist engagement
 - All parent/carer emails should come through the school admin account: rokebyprimary@stowevalley.com or if it is a family support email it can be sent to: rokebyfamilysupport@stowevalley.com
 - Any complaints or concerns shared by parents or pupils should be reported to a member of SLT– for any safeguarding concerns, refer immediately to Jen James
 - Families can contact our DSLs on the following numbers: Mrs James: 07388 055396, Miss Woodhill: 07387 792876 and Mrs Brindley: 07385 127649

2.2 Teaching assistants

Teaching assistants must be available between 8.45am – 3.15pm.

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.

During the school day, teaching assistant must complete the following tasks as directed by a member of the SLT:

- › Attending virtual meetings with teachers
- › Completing Professional Development tasks
- › Completing statutory training
- › Calling families who are not in school to check in and ensure that they are ok

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- › Co-ordinating the remote learning approach across the school – Jen James, Vicky Allan and Fran Palmer

2.5 Designated safeguarding leads

The DSL (Jen James) and the Deputy DSLs (Hannah Brindley and Caroline Woodhill) are responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

2.6 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
- › Alert teachers if they are 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 cannot complete work
- › Seek help from the school if they need it – contact the class teacher via Dojo, email rokebyprimary@stowevalley.com or call 01788814399
- › Be respectful when making any complaints or concerns known to staff

2.7 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 – Jen James, Vicky Allan or Fran Palmer
- › Issues with behaviour – Jen James, Vicky Allan or Fran Palmer
- › Issues with IT – Ian Marks or Stephen Hardy
- › Issues with their own workload or wellbeing – Jen James, Vicky Allan or Fran Palmer
- › Concerns about data protection – Jen James
- › Concerns about safeguarding – Jen James, Caroline Woodhill or Hannah Brindley

4. Data protection

4.1 Accessing personal data

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

- › Access any data through the Stowe Valley Mat Microsoft email system or on the remote learning platform (Classroom Secrets Kids).
- › A laptop will be provided for staff to use at home and they must use these rather than their own personal devices

4.2 Processing personal data

Staff members may need to collect and/or share personal data 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 – ICT support will ensure this is up-to-date.

- › Making sure the device locks if left inactive for a period of time
- › Not sharing the device among family or friends
- › Keeping operating systems up to date – always install the latest updates

5. Safeguarding

Please see the Safeguarding and Child Protection Policy.

6. Monitoring arrangements

This policy will be reviewed once a year by Jen James, Vicky Allan and Fran Palmer. At every review, it will be approved by the full governing board.

7. Links with other policies

This policy is linked to our:

- › Behaviour policy
- › Child protection policy
- › Data protection policy and privacy notices
- › ICT and internet acceptable use policy