

Title	VPA Remote Learning Policy 2020-21
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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

2.1 Teachers

When providing remote learning, teachers must be available between 8.30am to 3.15pm.

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 –
 - Teachers must set work for their class or year group, depending on the needs of the school.
 - Staff will invite pupils to a daily morning meeting live on Teams where register is taken and information is shared about the day.
 - The lessons set should have work for the time set out in the time tables below.
 - Teachers should inform the pastoral department and senior leadership team if they become aware that a student cannot access the remote learning resources on the school website so that these students can be supported

Reception and Key stage 1

Activity	Where to find it	Expected time to complete
Morning meeting on Teams	Class story	15 minutes
English and phonics teacher input	Class story	Approximately 15 minutes.
English and phonics task	Portfolio or class story	15 minutes
Maths teacher input	Class story	Approximately 15 minutes
Maths task	Portfolio or class story	15 minutes
Class book	Class story	10 minutes
Connected Curriculum / R.E/ Music / Art/DT / Computing/	Class story (BBC, Oak Academy etc.)	45 minutes
P.E / Physical activity / well being	Class story	20 minutes
TT Rockstars and Numbots	www.numbots.co.uk www.ttrockstars.com	15 minutes
Independent reading	www.oxfordreadingbuddy.com www.oxfordowl.co.uk	15 minutes

Key stage 2

Activity	Where to find it	Expected time to complete
Morning meeting on Teams	Class story	15 minutes
English teacher input	Class story	Approximately 15 minutes.
English task	Portfolio or class story	30 minutes
Maths teacher input	Class story	Approximately 15 minutes
Maths task	Portfolio or class story	30 minutes
Class book	Class story	10 minutes
Connected Curriculum / R.E/ Music / Art/DT / Computing	Class story (BBC, Oak Academy etc.)	60 minutes
P.E / Physical activity / well being	Class story	20 minutes
TT Rockstars	www.ttrockstars.com	20 minutes
Independent reading	www.oxfordreadingbuddy.com www.oxfordowl.co.uk	30 minutes

- Providing feedback on work –
 - Pupils submit their work using portfolio or through the use of kahoot, padlet, DU Discover, Forms Quiz or other methods.
 - Teachers will give students feedback according to the school's feedback policy. Assessments are annotated on the remote learning register.
 - Students have the opportunity to reflect on the feedback and to improve their work.
- Keeping in touch with pupils who aren't in school and their parents –
 - Any complaints or concerns shared by parents and pupils should be shared with the team leaders who will inform SMT, if there is a safeguarding concern then staff should follow the normal procedure of recording on CPOMs to inform the school's DSL.
 - Staff record on the register if pupils have not completed work. This is followed up by the class teacher by messaging the parents and if lack of engagement continues, this is referred to the pastoral team.
- Attending virtual meetings with staff, parents and pupils –
 - Staff should dress in their normal work attire for virtual meetings and Microsoft Teams lessons
 - The background of the location should be checked carefully for anything inappropriate and background noise should be avoided.

2.2 Curriculum leaders and Team leaders

Team leaders are responsible for:

- Adapting their team's curriculum to accommodate remote learning
- To seek support where necessary from subject leaders and senior leaders to make sure work set remotely across all subjects is appropriate and consistent.
- Ensure that the remote learning and in school learning is aligned.

Curriculum leaders for Mathematics, English and the wider curriculum (Curriculum and development leader) are responsible for:

- Working with teachers teaching their subject
- Working with other subject leads and senior leaders to make sure work set remotely across their subjects is appropriate and consistent
- Monitoring the remote work set by teachers in their subject.
- 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 the school
- Monitoring the effectiveness of remote learning – this will be done by the mathematics, English and Curriculum and Development subject leaders, reviewing the work set and acting on feedback from pupils and parents.
- Carrying out parental survey and sharing findings.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.4 Designated Safeguarding Lead

The DSL is responsible for:

- HAT Child Protection Policy
- DSL Job Description

Both documents, and other items linked to safeguarding can be found on the Academy Website her:

[Safeguarding - Victoria Primary Academy Wellingborough \(victoria-pri.northants.sch.uk\)](https://victoria-pri.northants.sch.uk)

2.5 IT Technical 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 are experiencing
- Reviewing the security of the remote learning systems and flagging any data protection breaches to the data protection officer

2.6 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, 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.

2.7 Directors

The directors are responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring 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 – raise this with the team leader
- Issues with behaviour – raise this with the relevant team leader
- Issues with IT – raise this with the technical staff
- Issues with their own workload or wellbeing – raise this with their team leader.
- Concerns about data protection – raise this with the Director of Finance and Operations
- Concerns about safeguarding – raise this with the DSL

4. Data Protection

4.1 Accessing personal data

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

- Follow the Academy's online safety policy

4.2 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. Monitoring Arrangements

This policy will be reviewed termly by the SMT. At every review, it will be approved by the Principal.

6. Links With Other Policies

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy