



Remote learning policy

Castleton Primary School - Yorkshire Endeavour Academy Trust

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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 9.00am and 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
 - Class teachers will deliver their normal timetable as far as possible using Class Dojo /Tapestry
 - Work will be put onto Class Dojo throughout the day as per a normal teaching day
 - All children should be logged into Class Dojo either on their own device or a home one
- Providing feedback on work –:
 - Pupils will return completed work on Class Dojo throughout the day
 - Teachers will feedback to pupils throughout the day
 - Work will be returned to pupils by the end of the day
- Keeping in touch with pupils who aren't in school and their parents –
 - Children should log onto Class Dojo at 9.00 - if they have not logged on by 11 please mail the office and cc Kirsty Hird. The school secretary will then follow up.
 - Staff are not expected to answer queries out of school hours
 - Any complaints should be referred to the headteacher
 - Staff are to call parents if children repeatedly do not complete work set
- Attending virtual meetings with staff, parents and pupils



- Dress code – staff should be dressed appropriately
- Locations – staff are to avoid areas with background noise and must have nothing inappropriate in the background)
- If staff are teaching within school then zoom will be used during lessons to provide the introduction to lessons – camera must be faced at teacher

2.2 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 leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- › Monitoring the remote work set by teachers in their subject – this will be remotely by having access to other classes on Class Dojo
- › Alerting teachers to resources they can use to teach their subject remotely

2.3 Designated safeguarding lead

The DSL is responsible for all safeguarding issues – see Covid amended safeguarding policy for further details

2.4 IT 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're experiencing
- › Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- › Assisting pupils and parents with accessing the internet or devices

2.5 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
- Be respectful when making any complaints or concerns known to staff

2.6 Local Governing Body

The governing body 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 Kirsty Hird/Helen Ward
- Issues with behaviour – talk to Kirsty Hird/Helen Ward
- Issues with IT – talk to Richard Harrison
- Issues with their own workload or wellbeing – Kirsty Hird/Helen Ward
- Concerns about data protection – talk to Sharon Markham
- Concerns about safeguarding – Kirsty Hird/Helen Ward/Ben Russell/Angela Walley

4. Data protection

4.1 Accessing personal data

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

- Use sharepoint or Bromcom on their school iPad or laptop

4.2 Processing personal data

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

Please read the amended safeguarding policy with covid addendum which covers remote learning

6. Monitoring arrangements

- This policy will be reviewed annually by Kirsty Hird/Helen Ward. At every review, it will be approved by the local governing body

7. 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