



**FEDERATION OF SAVILE TOWN CE (C) & THORNHILL LEES CE  
(VC) INFANT AND NURSERY SCHOOLS  
Remote Learning Policy 2023**

*'At our school we celebrate our faith diversity and provide a safe environment where our children are happy to learn. We are kind, caring and respectful to others. We aim to inspire future generations of our school and community to become lifelong learners.'*

## **1. Aims**

Remote learning will take place should school be shut due to an emergency. In this case this policy is to ensure that we;

- Ensure consistency in the school's approach to remote learning
- 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**

### **Teachers**

Teachers must be available between 8.30 and 3.30 pm. If you are unable to work for any reason during this time, for example due to sickness or caring for a dependent, you should report this using the normal absence procedure.

Teachers are responsible for:

- Setting work
  - For your own classes
  - For Years 1 and 2, three activities a day & in Early Years a daily activity.
  - Work to be set by 8.30am on the day
  - The work will be on the class Dojo system
  - Teachers to co-ordinate with their year group team for consistency between classes.
- Providing feedback on work
  - Staff can see the completed work on the class Dojo
  - Staff to provide feedback via a comment or Dojo point system, but this may not be on every piece of work submitted
- Keeping in touch with pupils and parents:
  - Messages regarding learning will be made on the Class Dojo system during the school day if the class is school is closed, or at the end of the school day if not.
  - Other contact will be through the telephone or emailing the school office/ headteacher
  - Teachers are not expected to answer queries outside of the working school day or at weekends
  - If a teacher has a concern regarding any comments or disclosures please contact a member of the SLT/ or DSL
  - Children will be encouraged to complete tasks through being rewarded by points, then a class prize once they have achieved the class goal.
- Attending virtual meetings with staff, parents and other professionals:

- Staff are expected to maintain a professional image dressing appropriately for meetings.
- Locations (e.g. avoid areas with background noise, with an appropriate background)

## **Teaching assistants**

Teaching assistants must be available for their normal working hours. If you are unable to work for any reason during this time, for example due to sickness or caring for a dependent, you should report this using the normal absence procedure.

## **Senior leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the school supported by year group leads
- Monitoring the effectiveness of remote learning – reporting back to the Governing Body
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## **Designated safeguarding lead**

Please refer to the School Safeguarding Policy which is reviewed annually.

## **Pupils and parents**

Staff can expect parents 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 – if you know of any resources staff should point parents towards if they're struggling, include those here
- Be respectful when making any complaints or concerns known to staff

## **Governing body**

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 systems are appropriately secure, for both data protection and safeguarding reasons

## **3. Who to contact**

If staff have any questions or concerns, please speak with the SLT in school.

## **4. Data protection**

### **Accessing personal data**

When accessing personal data, all staff members will use the school provided equipment that is password protected.

### **Sharing personal data**

Staff members may need to collect personal data such as phone numbers or email addresses as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.

While this may be necessary, staff are reminded to collect as little personal data as possible online.

### **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 refer to the school Safeguarding Policy.

### **6. Monitoring arrangements**

This policy will be reviewed annually by the Headteacher. At every review, it will be approved by the Governing Body.

### **7. Links with other policies**

This policy is linked to our:

- Behaviour policy
- School Safeguarding Policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy