



Believe. Achieve. Succeed Together.

Iver Village Junior School

Remote Education Policy 2020 - 2022

Article 28: children and young people have the right to education no matter who they are

| Review Date | Reviewed by | Changes |
|--------------|------------------------------|--|
| January 2021 | Paul Clifford / Jill Digweed | V3 Updated Remote Learning 2.3 Setting Work to include Teams Offering V4 Learning to Education |
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Written By: Mr Paul Clifford

This policy was adopted: November 2020

Contents

| | |
|-------------------------------------|---|
| 1. Aims | 2 |
| 2. Roles and responsibilities | 2 |
| 3. Who to contact | 4 |
| 4. Data protection | 4 |
| 5. Safeguarding | 5 |
| 6. Monitoring arrangements | 5 |
| 7. Links with other policies | 5 |

1. Aims

This remote education policy for staff aims to:

- Ensure consistency in the approach to remote education for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote education
- Provide appropriate guidelines for data protection
- Ensure pupils unable to attend school remain fully included within the school community.
- Continue to ensure that every child receives the best education the school can provide them
- Ensure that remote education is integrated in the curriculum so it is an essential part of the school curriculum, alongside classroom teaching, or in the case of a local lockdown.

2. Roles and responsibilities

2.1 Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote education approach across the school.
- Monitoring the effectiveness of remote education.
- Monitoring the security of remote education systems, including data protection and safeguarding considerations.
- If the class teacher is unwell and unable to lead remote education, then the Senior Leadership team will take direct responsibility for this. If this is the case, remote education provision and systems may need to be adapted so that school leaders can continue to manage their leadership roles while carrying out remote education for the class.

2.2 Designated Safeguarding Lead (DSL)

- The DSL is responsible for: Safeguarding concerns, including those related to Remote education
Please refer to Child Protection and Safeguarding Policy

2.3 Teachers

When providing remote education, teachers must be available between 9am-3pm on their working days

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 education, teachers are responsible for:

- Setting work:
 - o Teachers will provide education for their current class. All staff are aware of the current DfE requirements (see DfE framework with our annotations).
 - o Independent assignments will be uploaded to Microsoft Teams.
 - o If the children do not have access to the online platform then any education can be printed by staff who are on site, ready for parents to collect or for staff to deliver to homes.
- Providing feedback on work:
 - o Pupils can email work to their class teacher or upload it onto Teams. All work submitted will be acknowledged by the class teacher.
- Keeping in touch with pupils who aren't in school and their parents:
 - o In the case of a national or local lockdown, children will be expected to register at 9:30am each day with their class teacher. Shared register will be kept and a SLT member will call any child who has not registered.
 - o Notes will be kept on the register of any concerns.
 - o If there has been no communication from either a parent or child by day 3 of lockdown/self-isolation period starting, teacher or SLT member will carry out a home visit on day 4.
 - o Vulnerable pupils will be called weekly - CP/EHCP/identified pupils, this will be done by SENCO/DSL/DH/HT.
 - o Emails received from parents and pupils are to be checked between 9am and 3pm, Mon- Fri. Teachers should respond to pupil/parent emails within 48hours.

Attending virtual meetings with staff, parents and pupils:

- o Please dress appropriately following the in school dress code
- o Be conscious of background environments and others in the room (e.g. avoid areas with background noise, nothing inappropriate in the background)

2.4 Teaching assistants

When assisting with remote education, teaching assistants must be available between 9am-3pm.

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 education, teaching assistants are responsible for:

Supporting pupils who aren't in school with education remotely:

- o When requested by Head Teacher/SENCO
- o Will liaise with class teachers to support planning and resourcing differentiated education

Attending virtual meetings with staff, parents and pupils:

- o Please dress appropriately following the in school dress code
- o Be conscious of background environments and others in the room (e.g. avoid areas with background noise, nothing inappropriate in the background)

2.5 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for supporting teachers, where necessary, in setting work.

2.6 Pupils and parents

Staff can expect pupils educating 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 educating 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

2.7 Governing board

The governing board is responsible for:

- Monitoring the school's approach to providing remote education to ensure education remains as high quality as possible
- Ensuring that staff are certain that remote education systems are appropriately secure, for both data protection and safeguarding reasons

3. Who to contact

If staff have any questions or concerns about remote education, they should contact the following individuals:

- Issues in setting work – talk to the relevant phase leader
- Issues with behaviour – talk to the relevant phase leader
- Issues with IT – talk to Paul Clifford (DHT)
- Issues with their own workload or wellbeing – talk to the relevant phase leader or HT
- Concerns about data protection – talk to Jill Digweed (Headteacher)
- Concerns about safeguarding – talk to Sarah Chapman-Allen (DSL)

4. Data protection

4.1 Accessing personal data

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

- Teachers are able to access parent contact details via school office using a secure password. Do not share any details with third parties.
- School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as school email address as part of the remote education 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
- Hard drive has been encrypted using 'Bitlocker' – 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

5. Safeguarding

Please refer to Child Protection and Safeguarding Policy.

6. Monitoring arrangements

This policy will be reviewed as and when updates to remote education are provided by the government by Mr Paul Clifford.

7. Links with other policies/agreements

This policy is linked to our: <https://www.ivervillage-jun.bucks.sch.uk/policies--statements.html>

- Behaviour Policy - Appendix for Covid-19
- Child Protection Policy - Appendix for Covid-19
- Data Protection Policy
- Online Safety Policy
- Code of Conduct
- Online Safety Policy