



Remote learning policy

Lead: Jo Wilkinson - Headteacher

Approved by: Governing Body

Date: 06.10.20

Last reviewed on:06.10.20

Next review due by: September 2020 or sooner if circumstances dictate

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

Teachers

In the event of the need to close a class or year group for a period of time and remote learning has to be provided, Teachers must be available between 8.30am and 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 procedures between 6.00am and 7.30am, notifying the Headteacher by 2pm of their situation for the following day. If it affects the completion of any work required, ensure that arrangements have been made with year group partners or SLT to ensure work is completed.

Teachers are responsible for:

Setting work:

- ❖ Creating a weekly timetable of work for their year group in liaison with year group partners. This must include subjects from across the curriculum.
- ❖ Set differentiated Maths Passports, Times Table Rockstars, spelling
- ❖ Working as a year group team to ensure the above work is planned and ready.
- ❖ Online safety curriculum to be followed in line with LTP. Think you Know has many useful resources which could be used weekly.

Providing feedback on work:

- ❖ Pupils can send any completed work to teachers via year group emails or via Class Dojo or Tapestry
- ❖ Teachers can email back feedback if required or comment on work uploaded to Class Dojo or Tapestry
- ❖ Teachers should respond to any emails or comments on Dojo from parents/children within 48 working hrs. Teachers should not respond to emails over the weekend or holiday.

Keeping in touch with pupils and parents:

- ❖ Emails received in the year group email from parents and pupils are to be checked between 8.30am and 3.15pm, Mon- Fri. Emails must be replied to within 48 working hours. Only send replies between these times. Anyone can respond to year group enquiries it does not have to be the actual class teacher.
- ❖ Any issues that are received are to be dealt with professionally by the class teacher and the Headteacher should be BCC'd in the communication. If necessary teachers to contact a member of SLT for advice (see emailing tips and strategies in the appendix)

- ❖ Teachers are to attempt to make contact with all pupils in their class each week of isolation via Class Dojo, Tapestry or via email. Record all contacts with parents on CPOMs and add any relevant actions. Example CPOMS comment 'Telephoned Mum offered support during home learning and I spoke with child who is getting on well. No concerns.'
- ❖ Contact should be polite and encouraging. Teachers must adhere to the email guidelines in the staff handbook and not give out any personal details. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly. We believe our parents will be doing their best.

Attend any virtual meetings with other staff and/or external professionals and where applicable with parents and pupils:

- ❖ Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)
- ❖ School dress code to be adhered to in the event of a virtual meeting with parents and pupils

Teaching assistants

In the event of the need to close a class or year group for a period of time and remote learning has to be provided, Teaching Assistants must be available between 8.45am – 3pm, shorter or longer dependent on their contracted hours, Mon to Fri. During this time, they are expected to check work emails and be available when called upon to attend any virtual meetings. 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.

Teaching assistants are responsible for:

Supporting pupils with learning remotely:

- ❖ When requested by the SENCO

Attending virtual meetings with teachers, and where and if applicable with parents and pupils:

- ❖ Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)
- ❖ School dress code to be adhered to in the event of a virtual meeting with parents and pupils

Subject leads

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

- ❖ Monitoring the work set by teachers in their subject – Review work set weekly on Class Dojo/Tapestry
- ❖ 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
- ❖ Alert colleagues to resources they can use to teach their subject remotely
- ❖ Accessing curriculum CPD to maintain subject expertise where appropriate

Senior leaders

- ❖ Alongside any teaching responsibilities, senior leaders are responsible for:
- ❖ Co-ordinating the remote learning approach across the school – SLT
- ❖ Monitoring the effectiveness of remote learning – reviewing work set by teachers weekly, monitoring Class Dojo and Tapestry, monitoring email correspondence between parents and teachers
- ❖ Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Designated safeguarding lead

The DSL is responsible for:

- ❖ Maintaining contact, collating, passing on information and responding to any concerns.
- ❖ Implement the COVID-19 amendments to the Child Protection Policy
- ❖ Online safeguarding

IT staff

IT staff are responsible for:

- ❖ Creating emails
- ❖ 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 systems and flagging any data protection breaches to the data protection officer
- ❖ Assisting pupils and parents with accessing the internet or devices
- ❖ Online safeguarding

Pupils and parents

Staff can expect pupils to:

- ❖ Be contactable during the hours of the school day 8.45am – 3pm although they may not always be in front of a device the entire time
- ❖ 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 to:

- ❖ Seek help from the school if they need it – staff should refer parents to the Class pages on the website
- ❖ Use Class Dojo or Tapestry accounts where possible
- ❖ Contact the school office and make a telephone or online appointment with their child's class teacher or email the teacher for help
- ❖ 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

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 SENCO or SLT
- ❖ Issues with behaviour – talk to a member of SLT
- ❖ Issues with IT – talk to IT staff
- ❖ Issues with their own workload or wellbeing – talk to their line manager/member of SLT
- ❖ Concerns about data protection – talk to the Headteacher
- ❖ Concerns about safeguarding – talk to the DSL

Data protection

Accessing personal data

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

- ❖ All staff have access to CPOMS to record any parent contact or concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party.
- ❖ SLT have the ability to locate personal details of families when required through securely accessing CPOMS or SIMS. SLT are not to share their access permissions with other members of staff.

- ❖ School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

Processing personal data

Staff members may need to collect and/or share personal data such as emails or phone numbers 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 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

Safeguarding

Please see the following for updates concerning safeguarding in relation to home learning.

COVID-19 amendments to the Child Protection Policy this also details reference to remote learning curriculum and risks online.

This policy is available on our website.

Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government by SLT. At every review, it will be shared with the Strategic Leader and Chair of Governors

Links with other policies

This policy is linked to our:

- ❖ Behaviour policy
- ❖ Child protection policy and coronavirus addendum to our child protection policy
- ❖ Safeguarding policy

- ❖ Data protection policy and privacy notices
- ❖ Home-school agreement
- ❖ ICT and internet acceptable use policy
- ❖ Online safety policy

Glenaire Addendum

As Glenaire is a one-form entry school, where the policy above states 'yeargroup partner' this should be interpreted as phase partner.

In addition to class dojo and Tapestry mentioned above, work at Glenaire is also shared on class blogs. Key Stage two classes from Year 4 upwards will also make use of google classroom for setting work and giving feedback.