Remote Learning Policy

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

> Maintain good relationships between teacher and pupils

> Secure pupil progress through a period of lockdown, school closure or isolation

> Keep learning up to date

> Involve parents effectively in supporting children's learning at home

> Continue the school and learning routine

> Maintain a secure sense of belonging to our school community

> Provide appropriate guidelines for data protection

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between their normal contracted working hours (8.40am to 3.40pm).

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:

  o Each class has a dedicated online learning link on the class page of the school website. This includes a link to the outline learning for the week. Any child who is absent due to isolation, and not unwell, is directed to this page

  o In the event of a whole class being closed, a timetable of activities which would have taken place in school each day will be uploaded onto each class page by 8.00am each morning

  o The class teacher (or a member of the senior leadership team, should the class teacher be ill) will post a video each day on the class page, containing an overview of activities scheduled for that day

  o Children in Class 1 will continue to use the ILD to receive and share their work, and to celebrate their successes

  o Pupils in Classes 2, 3, 4 and 5 will be directed to their own area of the website where there will be a schedule of remote learning available for the day. This will include a daily writing and maths task and instructions about how all work is to be shared with their teacher. A teaching video will be available for at least one of these tasks

  o Expectations for topic work will be explained in the daily overview and work may be required to be shared in a class discussion thread

  o Should the class teacher become ill and another staff member need to set work for the class, they will post a range of holding activities for the first day of closure, and

following that, the usual pattern of work will commence according to the remote learning plan

- o Should schools close to the majority of pupils and remain open only for keyworker families, there may be some small adjustments to the scheduling of work for pupils if their class teacher is in school working with those pupils attending (i.e. two days of work posted rather than one, or a slight delay with delivering feedback to pupils)
- o Any family who are unable to access online learning, or for whom access to devices is an issue will be provided with paper resources to enable their child / children to complete the daily activities. Photographs of pupils' work can be submitted by email and feedback can be provided by return

> Providing feedback on work:

- o Completed work will be uploaded onto the class pages by pupils or parents and individual feedback will be given overnight. Each pupil will log on to a personal message from their teacher every morning
- o If work is submitted by email, feedback will be returned in the same way
- o For pupils who submit their work in paper copy to school, arrangements will be made to feedback to them either by email or phone at pre-determined times
- o As all parents contact school by email, it is a reasonable assumption that feedback can be shared with pupils in this way

> Keeping in touch with pupils who aren't in school and their parents:

- o Contact will be made with pupils through the front-facing and password protected class pages of the website, and may be made with parents via email or telephone call, depending of the nature of the discussion
- o Email sent to staff after 5.30pm may not receive a response until the next working day
- o Class twitter pages will be used for highlighting good work, reminders and links to optional activities only
- o Should parents have any queries or concerns about the work set for their child / children, they should contact their child's class teacher in the first instance, as they would if school was in session
- o Any complaints should be addressed to the class teacher in the first instance however should these remain unresolved, parents should be directed to contact the Headteacher in line with the school's Complaints Policy
- o Safeguarding concerns raised by school staff or parents should be directed to the DSL
- o Should pupils not complete their allocated work, class teachers will contact parents by email in the first instance, to discuss the reasons why, and to ascertain if the school could support further with content, delivery or expectations to enable children to access what has been provided for them

> Attending virtual meetings with staff, parents and pupils:

- o Staff will dress appropriately in their usual work clothes for any virtual meeting with pupils or parents, and ensure that these are hosted in a quiet area without distractions (no background noise / inappropriate images / unrelated people in attendance)

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.50am and 3.15pm (specifically during their own individually contracted hours).

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 learning, teaching assistants are responsible for:

> Supporting pupils who aren't in school with learning remotely:

  o Teaching assistants will continue to plan with class teachers and deliver support for the pupils in their care using the same methodology and points of access through the class website

  o Teaching Assistants should take direction from Class Teachers about the work that they provide and how it can be marked and feedback provided

  o Teaching Assistants should only take part in virtual learning sessions (video) if whole bubbles are closed and in partnership with the Class Teacher

  o Should Teaching Assistants be working in school during a keyworker only scenario, the Class Teacher will take responsibility for setting work for pupils they may be supporting

2.3 Learning Mentor

When providing remote emotional and mental health support, the Learning Mentor will:

> Keep in touch with all pupils who have regular contact and support via personalised chat threads on the school website

  o Contact will be made with pupils through the front-facing and password protected class pages of the website, and may be made with parents via email or telephone call, depending of the nature of the discussion

> Make any further referrals to support services such as CAMHS or Visyon based on an informed assessment of need

> Consult with the DSL or make a referral to ChECS or the police should they have serious safeguarding concerns about a child's wellbeing

> Attend planned meetings for children who are at Child in Need, have a child protection plan or are subject to a court order or court proceedings

> Provide court ordered requests for information in accordance with submission dates

> Provide signposting to emotional and mental health support for staff, pupils and parents

2.4 Subject leaders and SENCO

Alongside their teaching responsibilities, subject leads and the SENCO 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 and for individual pupils by discussing individual's needs, supporting with planning and reviewing the impact of feedback on learning
- Alerting teachers to resources they can use to teach their subject remotely

2.5 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 through regular discussion with teachers and teaching assistants, reviewing work set and seeking feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.6 Designated safeguarding lead

The DSL is responsible for:

- Taking the lead responsibility for child protection and safeguarding matters
- Acting as a point of contact for other safeguarding partners
- Acting as a source of support, advice and expertise for all staff
- Attending all scheduled meetings for pupils, including Child in Need meetings, Child Protection conferences and reviews, cared for reviews, PEPs and care planning meetings
- Maintaining detailed, accurate and secure written records of concerns and referrals
- Supporting all children, and particularly those with SEND, to stay safe online
- Ensuring that the school's safeguarding policies and procedures are known, understood and used appropriately
- Linking with any partner safeguarding agencies to make sure that staff are aware of any training opportunities that may be available and appropriate
- Being a conduit between school and children's social care to ensure that the most up to date information about welfare, child protection, safeguarding and learning is known by the relevant people
- Overseeing the transfer of child protection information between settings
- Managing referrals to ChECS and Channel
- Referring cases to the DBS barring service, LADO and police as necessary

2.7 Our contracted IT provider and website host

Our contracted IT provider and website host are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff 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 via school staff

2.8 Pupils and parents

Staff can expect pupils learning remotely to:

> Be contactable during the school day, although we appreciate that they may not be in front of a device the entire time, nor would we expect them to be

> Complete work to the deadline set by teachers

> Seek help if they need it, from teachers or teaching assistants by communicating with them on the class pages of the school website, or via email through their parents

> 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 at the first opportunity

> Ensure that staff members are made aware of any changes in family circumstances that might affect a child's capacity or motivation to engage with remote learning

> Be respectful when making any complaints or concerns known to staff

2.9 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 Deputy Headteacher or Headteacher

> Issues with behaviour – talk to the Deputy Headteacher or Headteacher

> Issues with IT – talk to the Headteacher who can then liaise with Virtue Technologies

> Issues with their own workload or wellbeing – talk to the Deputy Headteacher or Headteacher

> Concerns about data protection – talk to the data protection officer (Mrs Clark or Ms Daniel)

> Concerns about safeguarding – talk to the DSL or Deputy DSL (Ms Daniel, Mrs Davies or Mrs Chapman)

4. Data protection

4.1 Accessing personal data

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

> Access data on a secure cloud service or a server in our IT network, or via Egress

> Refrain from storing any data on personal devices

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses, telephone numbers, home addresses or names of contacts 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

The school's Child Protection and Safeguarding Policy has been amended and has a coronavirus addendum to reflect the current circumstances. All staff are aware of these changes. The most up to date policy and addendum can be found on the school's website
http://www.stannesfulshaw.net/page/policies/2295

6. Monitoring arrangements

This policy will be reviewed annually by the AA Committee. At every review, it will be approved by the AA Committee.

7. Links with other policies

This policy is linked to our:

> Behaviour and Anti-Bullying Policy and coronavirus addendum to this policy

- Child Protection and Safeguarding Policy and coronavirus addendum to this policy
- Data Protection Policy and privacy notices
- Home-School Agreement and coronavirus addendum to this agreement
- Acceptable Use Policy
- E-Safety Policy
- Emotional Resilience, Wellbeing and Mental Health Policy

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