Remote Learning Policy

Wivelsfield Primary School

Policy adopted on: October 2021

Next review due: October 2022

Approved by Headteacher:

Approved by Chair of Governors:

Contents

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

Remote learning will be provided to children who are off school with either:

- Coronavirus symptoms (but not feeling unwell) awaiting result of PCR test

- Children who are having to self-isolate as advised by the NHS

- Children whose class are not in school as advised by the NHS/PHE - unlikely

- Children who have a longer term absence from school (medical needs/long term health conditions)

- Whole school closures for any reason

If a child is off school with any cold-like symptoms, sickness (vomiting and diarrhoea), headaches and so on, this will be classified as normal illness/sickness absence from school and we will deem that the child will not be well enough to complete remote learning.

When providing remote learning in the instance of an entire class being forced to have restricted attendance, teachers must be available between 9-3. Please note that teachers do not have to be in front of their device the whole time during this time to allow for safe working practices and well-being of regular breaks from the screen, refreshments and so on.

If teachers 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.

When providing remote learning, teachers are responsible for:

> Setting work:

  o Teachers should set work to assigned class. In the event of a teacher being unable to set remote learning, they should notify the Deputy Headteacher at the earliest convenience so that work is able to still be provided to their class.

- o Teachers will provide: Daily Maths (usually White Rose Activities plus links to the video to support their learning), Daily English will be pre-recorded lessons guiding through activities and powerpoints and other curricula lessons will usually be pre-recorded e.g. Science or History. SEND children or children with differing needs may have slightly revised remote learning provided and where possible will arrange some 1:1 provision for online learning throughout the week under the guidance of the SENDco.

- o At present, teachers will not be delivering 'live' lessons from the classroom or other locations such as from home, but teachers will arrange a minimum of weekly live 'Zoom' catch up and 'drop in' sessions to help support and answer questions with learning.

- o Teachers will upload remote learning by 9am each morning, but in most instances the work will be available the evening prior for the next day's learning. Some teachers may choose to upload for the week, with the different days and subjects clearly indicated should that support the teaching and learning – this may be appropriate in non-core subjects.

- o Teachers will provide a suggested Weekly Timetable.

- o Remote learning work will be uploaded onto Google Classroom. For those unable to access Google Classroom, 'work books and print off' of works can be arranged and dropped to families safely should this be needed.

- o In the unlikely instance that a whole class is asked not to attend school and the teacher is not unwell, class teachers will post at least 3 videos a week on Google Classroom. This could be sharing a short story, modelling how to do something, screen recording and talking through a PowerPoint.

> Providing feedback on work:

- o Feedback will be dependent on if the class teacher is working remotely from home or if they are still actively teaching in school.

- o Class teachers who are still teaching in school will have less time to provide feedback to online remote learning.

- o Teachers will check Google Classroom a minimum on Tuesdays and Fridays to provide feedback. In most instances Google Classroom will be checked daily.

- o Work completed by pupils should be uploaded onto Google Classroom as 'Classwork'

- o Teachers will provide brief feedback to encourage, but it is not possible for teachers to feedback in the same way as they would do in the classroom through lessons that have been taught in person. Teachers will also offer the additional online drop in sessions to give feedback and support.

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

- o If attendance of a whole class is restricted, vulnerable children will be contacted by a member of staff once a week or more as required. This will be attempted through a phonecall in the first instance.

- o Other children in the Class will be contacted once during a 10 day period, excluding weekends.

- o Teachers will not be available to answer emails outside of their normal working hours. Teachers will aim to reply to any emails within 48 hours.

- o Any complaints or concerns raised by parents and pupils should be raised through the normal channels and advice sought from SLT as appropriate – for any safeguarding concerns, please follow usual Safeguarding procedures.

- o If a child has not completed, a member of staff, usually the class teacher will contact them to make sure that they are not having any difficulty.

> Attending virtual meetings with staff, parents and pupils:

- o Dress code – ensure that the clothing is appropriate and follows the usual dress code policy

o   Locations - avoid areas with background noise and ensure nothing inappropriate in the background

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during their usual working 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   Class teachers or the SENDco will indicate which pupils may need additional support

   o   Support provided can be through email, **google classroom** or a phonecall from a withheld number

> Attending virtual meetings with teachers, parents and pupils:

   o   At present there is no expectation for TA's to attend any form of virtual meetings with teachers, parents or pupils

When assisting with remote learning INA's are responsible for:

> Supporting the child/children they normally work with under the guidance of the teacher and the SENDco

   Support can be provided through phonecall/ email/google classroom as appropriate

2.3 Subject leads

We've used the term 'subject lead' here to refer to anyone co-ordinating subject provision across Wivelsfield Primary School.

Alongside their teaching responsibilities, subject leads are responsible for:

> Monitor remote learning work set by teachers in their subject. Review fortnightly.

> SENDco to support coordinating of remote learning with SEND children across the school

> Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent

> Sharing with teachers resources they can use to teach their subject remotely

2.4 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 and monitor email correspondence

> Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

Maintaining contact, collating, passing on information and responding to any concerns: Mrs Helen Smith (Headteacher). See the COVID-19 amendments to the Child Protection Policy.

The Deputy to DSL is Ms Amy Meade in the event of being unable to contact Mrs Helen Smith.

2.6 Pupils and parents

Staff can expect pupils learning remotely to:

> Be contactable during the school day where possible between 9am-3pm – although they may not always be in front of a device during the entire time to allow for regular breaks from any screens

> 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

2.7 Governing board

The governing board is responsible for:

> Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible, but understand the limitations faced by teachers having to work in a manner entirely different

> 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 SENCO or relevant SLT

> Issues with behaviour – talk to the SENDco or a member of SLT

> Issues with IT – talk to IT staff

> Issues with their own workload or wellbeing – talk to their line manager/SLT

> Concerns about data protection – talk to the data protection officer

> Concerns about safeguarding – talk to the DSL

4. Data protection

4.1 Accessing personal data

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

> Have access to 'My Concern' and 'Google Classroom', email and relevant learning websites

> School laptops are the preferred device to use when accessing any personal information

> Personal devices should not be used, unless discussed and agreed with SLT prior

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as emails or phones numbers as part of the remote learning systems. Such collection of personal data applies to our functions as a school and does not require explicit permissions.

Whilst 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

5. Safeguarding

Please refer to our Safeguarding Policy, Online Safety Policy and the Staff Code of Conduct - including amendments linked to COVID-19.

6. Monitoring arrangements

This policy will be reviewed by SLT as and when updates to home learning are provided by the government. or sooner if needed. It will be reviewed annually by the FGB and any interim reviews will be approved by the Chair of Vice Chair of the 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

> ICT and internet acceptable use policy

> Online safety policy

> Amendments to Feedback and Marking Policy

> Covid-19

> Staff code of Conduct