

STENSON FIELDS PRIMARY COMMUNITY SCHOOL

Remote learning policy



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| Approved by: | J Sadler Headteacher S Bajaj Chair of Gavs | Date: 19.01.2021 |
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Contents

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

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

When providing remote learning, teachers must be available between 8.30am and 4.30pm.

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:

- Work is provided for all children remote learning in their class (Bubble closure) or Year group (National Lockdown).
- KS1 Teachers will plan the equivalent of 3 hours of work and KS2 Teachers will plan the equivalent to 4 hours of work per day. The curriculum will be broad and balanced across the week.
- Work will be scheduled daily through the use of Tapestry or Seesaw.
- Planning will be done in liaison with the partner year group teacher to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work.
- Ensuring that work set for SEN pupils is accessible and matches needs appropriately
- Provide paper packs of work to be prepared and given to families who may not have access to online learning

Providing feedback on work

- Completed work should be uploaded to Tapestry/Seesaw, those who access paper copies to return their work at the end of the week to be marked and feedback to be provided by email as appropriate.
- Feedback will be shared through a 'like' to acknowledge a piece of work has been seen, there may be a voice note or written message to give more detailed feedback as appropriate. If the same feedback is required for a large group of pupils, this can be done as a pre-recorded video for the following day.
- Where possible feedback should be given on the same day, or the following day if work is submitted after 5pm.

- Feedback for paper packs will be done through Parentmail.

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

- A daily registration through Zoom will take place, if a child is absent a call will be made by the Teacher or supporting TA, this may be passed on to the office staff or family support worker if appropriate depending on the circumstances.
- Emails will be responded to between 8.30am and 4.30pm.
- Any complaints or concerns shared by parents and pupils should be referred to the Headteacher, any safeguarding concerns should be referred to a DSL.
- Any behavioural issues, such as failing to complete work will be followed up by a phone call by a member of staff and support given as required.
- Fortnightly welfare phone calls to be made by class teachers to all children not in school (weekly for any identified vulnerable pupils made by the Family Support Worker).

Attending virtual meetings with staff, parents and pupils:

- Staff will use the school account at all times when contacting their class. No personal accounts will be used at any time.
- There will be 2 members of staff (using the school accounts) on a Zoom conversation at all times.
- Both members of staff will be in the meeting before any children are allowed in, and the two members of staff will be the last people to leave the meeting.
- The meeting will be set up so the waiting room is enabled and the lead teacher has to accept the children into the conversation.
- The meeting must have a password.
- Parents will be sent the code for the meeting and the password on Parentmail at least an hour before the meeting is due to start.
- The meeting will not be recorded.
- All staff are to follow the Child Protection and Safeguarding procedures if they hear/ see something which concerns them.
- Staff will follow the schools code of conduct and behave as if they were in front of the class at school.
- Appropriate clothing and backgrounds will be selected.
- Staff will ensure nothing personal is shared with the class – this includes both verbally and anything that can be seen in your background.
- Staff will ensure that no one else in the household comes into the meeting and also cannot be heard.

If teachers are also working in school, and required to provide remote learning, the Teaching Assistant will supervise the pupils in school under the direction of the teacher at agreed points throughout the day (not applicable at this time).

Curriculum

The planned curriculum will be the same for all children whether they are in school or learning remotely. It will be similar to the school CARES curriculum with some adaptations to make lessons accessible and appropriate for online learning.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between their normal 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:

- SEN Pupils who may need differentiated work or amended tasks and make regular phone calls to check on engagement and wellbeing.
- Supporting the Teacher in responding to absences and feedback on submitted work (to liaise with the teacher when providing feedback)

Attending virtual meetings with teachers, parents and pupils:

- As above for Teachers

If teaching assistants are also working in school, they will support the teacher in supervising pupils under the teacher's direction and support with responding to remote learning as required.

2.3 Subject leads

Alongside their teaching responsibilities, subject leads and SENDCO are responsible for:

- Liaising with SLT and teachers to consider whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers 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
- Review and monitor the remote work set by teachers in their subject through regular meetings and possibly looking at what is available remotely
- Alerting teachers to 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
- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

- Liaising with staff regarding any children or families they have concerns about
- Following up any absence from registration or engagement with online learning if the class teacher has failed to contact parents/carers over two days
- To liaise with social care and external agencies regarding any families and/or children who they are working with
- To keep staff up to date with vulnerable children and any changes to circumstances
- To update My Concern as appropriate
- To ensure any training is up to date and relevant
- Identify and organize additional technology for vulnerable families who have no access to remote learning (liaise with IT staff)

2.6 IT staff and Office staff (where possible)

IT/Office staff are responsible for:

- 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 remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices
- Applying for additional laptops and ensuring they are set up and fit for purpose for vulnerable families to use

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Attend the Zoom registration (see Acceptable Zoom use)
- Be contactable during the school day firstly through Tapestry/Seesaw or by phone if appropriate.
- Complete work to the deadline set by teachers to the best of their ability.
- Seek help if they need it, from teachers or teaching assistants through Tapestry/Seesaw.

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Set routines to support their child's education
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

2.8 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
- 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
- Issues with behaviour – talk to the relevant SLT or Headteacher
- Issues with IT – talk to IT staff
- Issues with their own workload or wellbeing – talk to their line manager/SLT/Headteacher
- Concerns about data protection – talk to the data protection officer (SBM)
- 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:

- Use school email address, school secure SharePoint and access Integris remotely.

- Use school provided devices where possible (school laptops available to teaching assistants at request) - if having to use a personal device i.e. a personal mobile to make phone calls always use 'No Caller ID'

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as school email addresses 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:

- 2-point password protection.
- 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

See our Child protection policy and coronavirus addendum to our child protection policy on the school website.

6. Monitoring arrangements

This policy will be reviewed half termly or if any significant changes by the Headteacher. At every review, it will be approved by the full 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
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy
- Developmental feedback policy