



“Together We Can Make a Difference”

Remote Learning Policy

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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 safeguarding and data protection

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 8.30am and 3.30pm. 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 procedures.

When providing remote learning, teachers are responsible for:

- Setting work for the class that they are directly attached to or for children in that class that may be absent from school with pandemic related issues. The work set must link directly to the school’s curriculum expectations and cover all subjects normally taught in school.
- Selecting carefully the resources they choose to ensure they are high quality and safe for children to access.
- Liaise with SLT if pupils if any pupil in their class requires printed materials.

- Take account of the fact some pupils with SEND, or who are younger, may not be able to access remote education without adult support.
- Provide frequent, clear explanations of content. This will be done through daily pre-recorded videos.
- Assess how well pupils are progressing, check their work daily and provide feedback.
- Answer any questions related to the work set. These questions may be asked through the class page or parents may contact teachers on the year group email address.

If a teacher is unwell during the isolation period and cannot continue to work, then:

- SLT will provide support by taking over the setting, checking of work and providing live feedback sessions.
- The year group partner will provide the work set for English and maths to SLT, including the videos. SLT will take on the responsibility for setting the wider curriculum work.

See Appendix 1 for specific details of a typical week provided remotely.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9am and 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 procedures.

When assisting with remote learning, teaching assistants are responsible for supporting pupils who aren't in school with learning remotely by liaising with class teacher to provide alternative or extra resources for children that they would normally be supporting in school.

2.3 Subject leads

Alongside their teaching responsibilities, subject leads 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
- Alerting teachers to resources they can use to teach their subject remotely

2.4 Senior leaders

Alongside any class responsibilities, senior leaders are responsible for:

- Supporting teachers to deliver a high-quality education remotely. This will be through providing training, supporting teachers through technical issues or providing support if a member of staff becomes unwell
- Co-ordinating the remote learning approach across the whole school
- Monitoring the effectiveness of remote learning – this will be done through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents. The Deputy Head is a member of all class remote learning pages and will monitor them carefully.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Supporting parents and pupils to access remote learning through effective communication and online training videos

2.5 Designated safeguarding lead

The DSL is responsible for:

- Reporting all concerns in regards to the safeguarding of children to the relevant agencies.
- Sharing information with agencies when a child is perceived to be at risk
- Liaising with and training staff on safeguarding matters related to remote learning, including online safety.

See the COVID-19 amendments to the Child Protection Policy.

2.6 IT staff

IT 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

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day
- Complete work to the deadline set by teachers
- Seek help if they need it
- 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

2.8 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 Mrs Sach (Deputy Head)
- Issues with behaviour – talk to Mrs Parker or Mrs Butler (Assistant Heads)

- Issues with IT – firstly contact Mrs Sach, secondly use system to report issue to Seven 11 Systems
- Issues with their own workload or wellbeing – talk to relevant Assistant Head
- Concerns about data protection – talk to Helen Taylor (School Business Manager & Data Protection Lead)
- Concerns about safeguarding – talk to the DSL Emily Armstrong (Head Teacher) or Wendy Snook

4. Data protection

4.1 Accessing personal data

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

- Use School Secure System (Bexton's Microsoft Teams Platform)
- Only use laptops provided by school and should not use their own personal devices

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as emails/telephone numbers 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
- Only use software that the school has appropriate licences for

5. Safeguarding

Staff must read the COVID-19 addendum to the child protection policy. Any concerns related to a child who isn't in school due to isolation should continue to be reported by following usual school policies.

Particular safeguarding concerns relate to:

- Ensuring that any links or websites provided to support remote learning have been thoroughly checked and are child friendly.
- When conducting a live feedback session, teachers must record this session and store the recording on their device. During a live session, if there are any concerns about children's or adult inappropriate behaviour then the teacher must warn the participants the session will be stopped and the issue will be reported to the Deputy Head or Head teacher to follow up. Please see Appendix 2 for guidelines for a live session.

- All staff and pupils accessing the remote learning platform (Microsoft Teams) are accessed by a username and password. These details have been shared privately with parents and pupils.

6. Monitoring arrangements

This policy will be reviewed every term as we are in extreme circumstances by Mrs Sach (Deputy Head). At every review, it will be approved by Head Teacher and Chair of Governors.

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

Appendix 1- Remote Learning Plan

Changes can be made to the plan in light of DfE guidance

Tier 1

A child may be absent because they have COVID symptoms and are waiting for a test. This may take up to 72 hours.

In this scenario, if the child is well enough:

1. A paper pack of activities will be provided for the child to complete at home. When well, they can return this to school for the teacher to check.
2. There will also be activities on My Maths, Times table Rock Stars, Spelling Shed, Education City, Reading Eggs and other online resources.
3. If the absence continues longer than three days, a phone call will be made will to check on the child's welfare.

Tier 2

A child or small group may be absent because they are a contact of a person who has tested positive or they have tested positive themselves. This means they will be out of school for at least 10 days (14 if a contact).

In this scenario:

1. Additional packs of work can be emailed or posted to the parent
2. Feedback can be given by the teacher through the year group email address
3. A phone call should be made home to check on the child's welfare

Tier 3

If a child in a year group tests positive for COVID, the whole year group bubble may have to close for 14 days. Our full online remote learning offer will then commence. This will be progressive across the school but every year group will receive:

1. A weekly suggested timetable that provides direction for pupils 9-12am & 1-3pm
2. A pre-recorded English and maths video uploaded by 9am each morning
3. Activities for English and maths that will offer support and challenge for all children. If this work is submitted within 24 hours this will be checked by the teacher
4. A wider curriculum activity (optional for the children to complete)
5. Included on the weekly timetable times for online activities such as Spelling Shed, Times Table Rock Stars, My Maths, Education City & Reading Eggs
6. The opportunity to contact the teacher through a chat function throughout the school day.
7. Daily class video calls during the week. For younger children this will be a story, for older children this will be feedback or a catch-up session
8. If children are struggling with the work parents can request support from the school or one of the senior leadership team will call home to offer support

Tier 4

Whole school closure. All classes will follow the plan for tier 3.

Appendix 2- Guidelines for using the class TEAMs page, including live video sessions

Timings

- We only expect pupils to access Teams during the normal school hours. Teachers will only be online during the school day too. We understand that parents may need to help pupils upload work to your page after school hours.
- We would encourage the children to have breaks from the screen. Teachers will include on the timetable some screen free activities.

Messages

- If pupils or parents have questions about any of the work set, they can post a message in the class page. Each subject has a 'channel' so we would encourage pupils or parents to post their message in the correct channel and remember that all posts are seen by the whole class.
- Messages can continue to be sent via the year group email addresses if they are of a private nature.

Video Calls

- There will be daily opportunities for pupils to take part in a live video call. These will be set up by the class teacher. Children do not have the facility to video call each other for safeguarding reasons.
- Pupils should find a quiet place in the house (preferably not a bedroom) before joining a live video call. There should be no distractions, e.g., video games or televisions.
- Other people in the household should be made aware that the pupil is joining a live video session to minimise disruptions.
- Pupils should remember that any comments or contributions should be about what the class teacher is discussing.
- Pupils must never record the video session, including taking screenshots. The session will be recorded by the class teacher and stored on their device for future reference.
- Pupil's microphone should be kept on mute unless they have been asked to speak by the teacher. If they wish to speak they can use the 'hands up' button.
- If the pupil's device has a camera then this should be kept on during the live video call.
- Parents can help with the technology but should not ask any questions or speak for the pupil during the session.

Concerns

- If pupils have any worries or concerns about anything they have seen online, they should let their parents know who then can email the teacher.