Remote Learning Policy

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Head Teacher Approval	S Hill
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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, due to Covid-19 related reasons.

- Ensure consistency in the approach to remote learning for pupils who receive online learning and those that receive paper packs.

- Set out expectations for all members of the school community with regards to remote learning

- Provide appropriate guidelines for data protection

- Describe how Seesaw will be used to access activities for home learning

Seesaw

Activities will be set using the SEESAW Class app for children who have internet enabled devices. We have a sufficient number of laptops/tablets for children who do not have internet enabled devices.

This will allow our staff to keep in daily contact, in a professional manner, with their class. Furthermore, teachers will be able to schedule learning in a manner that does not overwhelm our children. Also, teaching and learning can be tailored, changed and updated as time progresses, allowing for the replication of classroom activity to the best of our ability. In all our communications, the wellbeing of our pupils will be prioritised.

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 procedure.

When providing remote learning, teachers are responsible for:

- Setting work:
  - o **Remote provision.** In a lockdown or bubble closure, the vast majority of pupils will complete remote learning online (or paper pack, if requested by their parents), based on the year group they are working in. Some pupils with SEND will receive work from a different year group if appropriate.

- o **Timetable.** Creating a weekly timetable of work for their class. This must include phonics (where appropriate) SPaG, maths, reading, writing, science and subjects from across the curriculum.
- o **Subject allocation.** Pupils will be provided with one piece of reading, writing and mathematics each day. Other subjects will completed across the weekly timetable. (Please see appendix one.)
- o **Setting work.** In the event of lockdown or bubble closure, on day 1, the teacher will upload class smarts and worksheets to Seesaw. From week 2, the teacher will upload pre-recorded lessons and worksheets to Seesaw. A timetable will be provided to show the week in full (please see appendix one).
- o **Laptops.** In event of bubble closure, the teacher or teaching assistant who remains in school will liaise with the parents of the pupils requiring a laptop. This list can be found in the Remote Learning folder on staff shared. In the event of lockdown, the Remote Learning Lead teacher and/or ICT Leader, will inform class teachers of who will receive a laptop. Teachers will then inform parents.
- o Office staff will ensure a home/school agreement is signed before any laptops are loaned to parents. A record of pupils who have loaned laptops will be updated and kept in the office.
- o Individual pupils absent because of a Covid-19 related issue, such as waiting for a test, will be provided with SMART notebooks uploaded to Seesaw. Laptops can be allocated if needed – office staff will ask parents and co-ordinate this with the Remote Learning Leader in the first instance or the ICT Leader.
- o **Feedback to pupils.** Providing feedback on work:
- o Pupils will submit work on Seesaw. Teachers will offer brief feedback on one core subject per week.
- o **Contacting Teachers**
- o Teachers can be contacted to provide support to pupils and parents having issues with technology.

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- o Upon receipt of the email from a parent, teachers will provide pupils with feedback within 48 hours. This does not need to be detailed.
- o Feedback will only be provided to parents between 8.30am and 3.30pm, unless there are exceptional circumstances.

Welfare Calls

In case of bubble closure or lockdown, keeping in touch with pupils who aren't in school and their parents:

- o Teacher will make one phone call to parents every two weeks when in school or will make a call from their own phone using 141 to create a withheld number. Pupil contact details can be accessed from SIMS.
- o Please ensure contact is polite and encouraging.
- o Teachers will keep a written record of all conversations on the 'log' – found in Staff Shared.
- o Teachers are not expected to answer any queries outside of designated hours (8.30am – 3.30pm).
- o Any complaints or concerns must be forwarded to the Headteacher. If necessary, teachers will speak to the Team Leader for advice.
- o Any safeguarding or behaviour concerns should be immediately logged on CPOMS.
- o Teachers must not give out personal details, including their own.

Logging engagement with remote learning

In case of bubble closure or lockdown, staff to record pupil engagement each week on the 'Log of pupil engagement' on Staff Shared – log whether engagement is 'full' 'partial' or 'none. A phone call must be made to support parents and pupils where engagement is logged as 'partial' or 'none' and this should be seen to improve over time. The Headteacher and Deputy Headteacher will monitor this log each week and follow up as required.

- Attending virtual meetings with staff, parents and pupils:

o   There are no planned virtual meeting with parents and pupils. Any such meetings must be agreed with the Headteacher in advance.

o   Virtual meetings held between staff are held using Microsoft Teams.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available for their working hours.

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.

When assisting with remote learning, teaching assistants may be directed to work on the following tasks:

- Making resources to enable remote learning at home.
- Teach small groups of pupils from their designated bubble (following planning provided by the class teacher).
- Cover break and dinner duties as usual
- Prepare packed lunches for pupils in school

2.3 Subject Leaders

Alongside their teaching responsibilities, Subject Leaders are responsible for:

o   Monitoring and reviewing the work set by teachers to ensure that it is appropriate for remote learning, suggesting any changes as required.

o   Providing support for teachers (such as resources) as and when required. This can be done via email or via a virtual meeting.

o   Monitoring for reading, writing and maths should be every 3 weeks. – subject leaders will check the pdf documents and any related worksheets to ensure curriculum coverage and monitor question types on worksheets, progression etc.

o   Monitoring for other subjects should be once per half term, with follow up if needed – subject leaders will check the pdf documents to ensure the topics covered match the medium term plan.

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

o   Co-ordinating the remote learning approach across the school, meeting each other, and staff, regularly to review.

o   Setting clear expectations for remote learning.

- o Monitoring the effectiveness of remote learning, including meetings with subject leaders and sampling the strategy across school.
- o Supporting other subject leaders in their role.
- o Being the first point of contact for any queries in relation to remote learning.
- o Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

2.5 Designated safeguarding lead

The DSL is responsible for:

- o Liaising with social workers and other agencies.
- o Organising or making daily phone calls to check on pupils are open to social services.
- o Organising or making phone calls to other vulnerable families, as identified through need.
- o Coordinating surveys for parents – experiences/wellbeing during lockdown.
- o Monitoring CPOMS, continuing virtual meetings with other agencies, passing information on and responding to any concerns.
- o Organising or providing support for families to access remote learning.

2.6 IT staff

IT staff are responsible for:

- o Organising email accounts as specified.
- o Continuation of support to school as part of the SLA.
- o Supporting parents with any technical issues.
- o Review the security of remote learning, flagging ay data protection breaches to the Data Protection Officer.
- o Assisting pupils and parents with accessing devices, if they are received.
- o Ensuring hard drives are encrypted – this means that if the device is lost or stolen, noone can access the files stored on the hard drive by attaching it to a new device.

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- o Be contactable during the school day – although consider they may not always be in front of a device the entire time.
- o Complete work to the deadline set by teachers
- o Seek help if they need it, from teachers or teaching assistants
- o Alert teachers if they're not able to complete work
- o Be assured that the wellbeing is at the forefront of our thoughts and the need for children to take regular breaks, get fresh air, exercise and maintain a reasonable balance between online engagement and offline activities;
- o Only send messages and queries that are in relation to tasks set by the teacher or in response to questions the teacher may have asked them directly;
- o Only access the materials shared by their teacher and ask for parental permission to use technology for anything beyond that;

Staff can expect parents with children learning remotely to:

- o Sign the agreement if borrowing any school devices
- o Make the school aware if their child is sick or otherwise can't complete work.
- o Seek help from the school if they need it
- o Be respectful when making any complaints or concerns known to staff
- o Be mindful of mental well-being of both themselves and their child and encourage their child to take regular breaks, play games, get fresh air and relax.

2.8 Governing board

The governing board is responsible for:

- o Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- o 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:

- o Issues in setting work – talk to the relevant subject lead or SENCO
- o Issues with behaviour – talk to DHT
- o Issues with IT – email OneIT staff

- o Issues with their own workload or wellbeing – talk to their Team Leaders, DHT or HT.
- o Concerns about data protection – talk to Nicola Stabler or HT.
- o Concerns about safeguarding – talk to the DSL in the first instance.

If any of the above people are not available, please speak to the most senior member of staff.

4. Data protection

4.1 Accessing personal data

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

- o have access to CPOMS to record any parental contact or concerns about pupils. This is accessed via a secure password. Staff must log out after use. Do not allow access to the site to any third party.
- o have access to SIMS for parent contact details and pupils' information. Staff must log out after use. Do not allow access to the site to any third party.
- o ensure that they use either school laptops or iPads for accessing any personal information about pupils: staff need to remember that these are the school's preferred devices for accessing any personal information on pupils.

4.2 Processing personal data

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

- o 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)
- o Making sure the device locks if left inactive for a period of time.
- o Not sharing the device among family or friends.
- o Ensure anti-spyware software is up to date.

o Keeping operating systems up to date – always install the latest updates (usually a pop-up message).

5. Safeguarding

Please see the addendum to the Child Protection Policy, which is available on the school website.

6. Monitoring arrangements

This policy will be reviewed in line with Government updates by the Headteacher. At every review, it will be approved by the Headteacher and SLT.

7. Links with other policies

This policy is linked to our:

- o Remote Learning Offer
- o Behaviour policy
- o Child protection policy and coronavirus addendum to our child protection policy
- o Data protection policy and privacy notices
- o Home-school agreement
- o ICT and internet acceptable use policy
- o Online safety policy
- o Attendance Policy
- o SEND Policy.

Appendix One - Teacher's checklist.

Bubble Closure – partial

Tasks for the Teacher/Teaching assistant still in school-

Week 1

- Teach bubble/class of pupils remaining in school.
- Liaise with parents of pupils requiring a laptop.
- *If the other teacher in your bubble is unwell, you will need to upload notebook and worksheets for week 1 to Seesaw by end of day 1. Any additional planning/work can be uploaded on day 2 but needs to be on Staff Shared by the end of day 2*

- *If the teacher isolating is unwell the class teacher remaining in school, must notify the DHT or HT that they need 2 days out of class/cover in order to plan and upload all week 2 planning onto Seesaw.*
- Notify the Remote Learning Lead teacher of any issues.
- Remote Learning Timetable to be distributed in paper packs and to be uploaded to Seesaw on day 1 of closure.
- Seesaw work is set to go live at 8.45 a.m. each day – class teacher to do this.

Week 2
- Continue to teach pupils in your bubble/class
- Notify the Remote Learning Lead teacher of any issues.
- Seesaw work is set to go live at 8.45 a.m. each day – class teacher to do this.

Tasks for the Teacher/Teaching Assistant who are self-isolating (but not unwell).

Week 1

Online learning

- Timetable, SMART notebooks and worksheets are uploaded to Seesaw by the end of day one.
- First 2 days of closure, teachers to prepare online pre-recorded lessons for the remainder of the week.
- Daily…Teachers will check emails from the hours of 8.30am to 3.30pm, and respond and feedback to any submitted work on Seesaw or queries from parents within 48 hours.
- Respond to Seesaw pupils who are returning work and respond to any parent emails.
- Respond to Seesaw pupils who are returning work and respond to any parent emails. If one the teacher isolating is unwell, the other teacher will respond to everything.

Items for online learning that cannot be accessed through Oak Academy.

Reading

- The reading text for week 2 will need to be scanned into the printer to be sent home electronically in week 2.
- Reading comprehension sheets, following the Caedmon policy, will be created for each day. These will attached on Seesaw. This will need to be differentiated.

- SMART notebook pdf for reading will be attached on Seesaw.

SPAG

- Spellings, in the Caedmon format, to be attached to Seesaw.
- Grammar sheets, following the Caedmon policy, will be created for each day. These will attached on Seesaw. This will need to be differentiated.
- SMART notebook pdf for grammar will be attached on Seesaw.

Mathematics

- Paper work packs will need daily worksheets for mathematics. SMART notebook slides with explanations should be included.
- SMART notebook pdf for maths will be attached on Seesaw.
- For online learning, the pupils may also watch the White Rose and/or Oak Academy links and answer the questions from the Oak Academy website.

Week 1 and/or 2

- Welfare calls. Fortnightly or weekly according to need. Record the details of the phone call on the welfare check form. (Found in the shared area).
- Daily feedback on Seesaw.
- Daily checking for parent emails and queries to respond to.
- As needed: liaise with the Remote Learning Lead Teacher (Mr Butters) and discuss any issues that may have arisen.