

Woodchurch Road Primary School

REMOTE LEARNING POLICY



Approved by:

C. Knowles

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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 data protection

2. Roles and responsibilities

2.1 Teachers

➤ **When providing remote learning, teachers must be available between 8.40am – 3.10pm**

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, online learning, teachers are responsible for:**

If undertaking "live" sessions teachers must follow and remind their pupils of the *Google Meet Protocols*,

Setting work daily on their Google Classroom - which should be available on classroom by the end of the day before,

Creating a timetable for the week (with year group partners)- similar to that taught in school. This must include subjects from across the curriculum and a mixture of live and pre-recorded lessons,

Ensuring children have access to learning and continued interaction with the teaching staff from 9am to 3.00pm,

Liaising with year group partners to produce differentiated weekly English and Maths plans,

Creating online resources to support lessons throughout the week on Google Classroom. These may include pre-recorded lessons by the class/year group teacher, live lessons, Oak academy resources,

Ensuring children know how to complete assigned work, turn it in, use templates, take photos of written work and submit work,

Feedback – to individual or groups of pupils; by returning work, via the comments feature or during "live" lessons,

Marking and commenting on children's work – following the school's *Assessment Policy* and where possible, the *Marking, Presentation & Feedback Policy*,

Teachers should assess work daily and (under normal circumstances) will provide feedback to pupils within 24 hours, (If work has been submitted "on time"),

Delivering online safety lessons to children- including how to interact on the live stream, cyber bullying, appropriate language, safe searching - Continue the use of the '*Thinkuknow*' resources which support children's online safety at a time when they will be spending much more time online.

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

Every effort should be made to enable pupils to access their online learning. Pupils unable to work online remotely should be contacted regularly and have work provided and feedback given,

Teachers are expected to keep in regular touch with all of the pupils in their class, if appropriate, they may delegate part of this duty to a teaching assistant,

This may be achieved by keeping records of which pupils are engaged with the Classroom and submitting work,

We have an agreed *contact procedure* that we follow for pupils who are not engaging with the work on the classroom and with whom we have had no or limited contact,

Teachers are to make contact with all pupils in their class every day via the Google Classroom / Google Meet: for nonattendance, the parent may receive a call.

In the first instance we would call parents, then email and if no response a letter would be sent. The aim being to find out if there were any barriers to the child engaging with their remote learning. Emails are made using the school email addresses, if staff are making calls from home they must ensure they keep their number "private". Staff are not expected to make or receive calls or messages outside of their working hours.

Any issues that are received are to be dealt with professionally by the class teacher and the Headteacher/ Deputy Head should be BCC'd in the communication. If necessary teachers to contact a member of SLT for advice.

Contact should be polite and encouraging. Teachers must adhere to the email policy and not give out any personal details. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly.

Each teacher completes a *Record of contact with pupils working remotely* at least once a week and discusses this with the school leaders. If there was still no contact with a family after all methods of contact had been exhausted school leaders may decide a home "welfare check" visit was appropriate.

Attending virtual meetings with staff, parents and pupils

Detailed guidance for virtual meetings are in - *Google Meet Protocols*.

Teachers working face to face in school are not expected to take part in virtual meetings (except for staff meetings at the end of the school day), lessons or to provide or assess online work.

Staff work on a rota system with at least one member of staff, in each Yearband, working remotely to deal with all the day to day running of the Google Classroom and contact with parents.

2.2 Teaching assistants

- Teaching assistants may be working in school or assisting with remote learning and must be available for their normal working hours. During this time, they are expected to check work emails and be available when called upon to support the children with their learning. 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.

If working in school: When children have left for the day they can then support the remote learning, for instance by calling parents if asked to do so by the class teacher.

- **Teaching assistants are responsible for:**

Supporting learning in school and providing "occasional" cover for absent teachers following the agreed procedure,

Supporting pupils with learning remotely,

When requested by the SENCO (to support pupils with additional needs),

Attending virtual meetings with teachers, parents and pupils.

2.3 Subject leads /SENDCO

- Alongside their teaching responsibilities, as outlined above, subject leads/ SENDCO are responsible for:

Supporting teachers with setting relevant online learning via Google Classroom, such as:

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 – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set,

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; J.Birch is the lead supported by other SLT members – L.Gleave and J.Thomas

Monitoring the effectiveness of remote learning – reviewing work set by teachers weekly, monitoring email correspondence between parents and teachers.

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

2.5 Designated safeguarding lead

- **They have a legal responsibility for dealing with safeguarding issues, providing advice and support to staff, liaising with the Local Authority, and working with a range of other agencies.**

The school's Designated Safeguarding Lead (DSL) with overall designated responsibility for safeguarding is Carolyn Knowles (Headteacher). We have deputy designated safeguarding leads; Juliet Birch, Ruth Rowe and Lou Gleave to ensure there is appropriate cover for this role at all times. Jo Wylde is the safeguarding lead for Buddies.

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 – although consider they may not always be in front of a device the entire time,

Complete work to the deadline set by teachers,

Seek help if they need it, from teachers or teaching assistants,

Alert teachers if they're not able to complete work,

Read and follow the *Google Meet Protocols*.

- **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,

Make sure their child is aware of and follows the *Google Meet Protocols*.

2.8 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.

3.0 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 their line manager,

Issues with IT- send a ticket to Hi-Impact,

Staff Issues with their own workload or wellbeing – talk to their line manager,

Concerns about data protection – talk to the Head teacher – Mrs C Knowles ,

Concerns about safeguarding – talk to the DSL on duty – Mrs C Knowles/ Mrs J Birch/ Mrs L Gleave.

4 Data Protection

4.1 Accessing personal data

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

All staff have access to CPOMS to record any parent contact or concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party. Teachers are able to access parent contacts details via Cpoms.

School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

4.2 Processing personal data

- Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.
- While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

4.3 Keeping devices secure

- **These tips are based on guidance on good practice in GDPR and remote learning :**
- **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 see the following for updates concerning safeguarding in relation to home learning:**

COVID-19 amendments to the Child Protection Policy this also details reference to remote learning curriculum and risks online. This policy is available on our website.

6. Monitoring arrangements

- This policy will be reviewed as and when updates to remote learning are provided by the government by Mrs J. Birch (Deputy Head).
- At every review, it will be approved by Mrs C Knowles (Headteacher) and SLT

7. Links with other policies

- **This policy is linked to our:**

Remote Learning Offer

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

E- safety policy

Use of mobile phones and email policy