

Blakehill Primary School

Remote Learning Policy

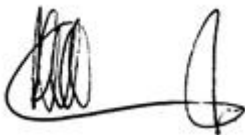


Remote Learning Policy

SCHOOL

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Curriculum Committee

Headteacher	Chair of Governors	Review Dates
		Last Review: October 2020
Lisa Keighley	Philip Cavalier-Lumley	Next Review: October 2021

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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 are not 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 3:45pm.

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 providing remote learning, teachers are responsible setting work for

- Pupils who cannot attend school because they are required to self-isolate for a period 14 days due COVID-19
- Pupils are required to stay at home as a result of a local lockdown
- Pupils who are unable to attend school due to long term illness (more than 1 week) and where an agreement has been reached between home and school
- There may be a requirement to provide work for pupils in the phase when a teachers is required to self- isolate
- Expectations of work set:

Daily:

- reading task or phonics practice,
- a writing and/or grammar, spelling or punctuation task,
- a Maths activity (following White Rose Maths HUB)
- a foundation subject activity (KS2)
- Work will be set by 9:00am daily in preparation for each day of the school week
- Teachers will use Google Classrooms to upload/share work. Other platforms and resources eg. Loom and Oak Academy may be used to further support learning.
- Hard copies of learning resources will be available on request from the school office

- Pupils with limited access to digital technology should inform school where additional measures to support home learning can be considered
- Providing feedback on work
 - There will be an expectation that all work set is completed unless there is good reason for incomplete work
 - Pupils and parents will be given clear instructions of how any work set is to be marked. This may vary depending on the nature of the task.
 - Teachers will keep a record of who has/has not completed tasks set
- Keeping in touch with pupils who aren't in school and their parents:
 - School staff are expected to maintain contact with all parents of pupils in their class. At Blakehill this means:
 - One telephone call weekly to parents of pupils in your class (teacher or teaching assistant)
 - At least two telephone calls weekly to the parents of identified vulnerable pupils
 - Marvellous Me, school email and the school website can also be used as an additional communication medium to the expected telephone calls
 - Home welfare checks may be made by members of the SLT where there is a cause for concern/contact cannot be made
 - Where the office staff are unable to respond to emails, these will be directed to the relevant staff member. There is NO obligation to respond to emails outside of working hours (weekends, evenings, holidays)
 - All complaints or concerns shared by parents and pupils, including safeguarding concerns, should be forwarded to a member of the school's DSL team
- Attending virtual meetings with staff, parents and pupils:
 - Staff should continue to follow the school dress code outlined in the staff handbook for all virtual meetings
 - Virtual meetings should be conducted in areas where there is little/no background noise and ensure that there is nothing inappropriate in the background.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8:30am and 3:30pm or their usual contracted 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 are responsible for:

- Supporting pupils who are not in school with learning remotely, this may be part of a small target group or 1:1 support via telephone or zoom/ Google Classrooms. This is directed by the class teacher
- Provide pastoral support to vulnerable pupils eg. welfare checks/ telephone calls (directed by class teacher or in their absence a phase/ senior leaders)
- Ensure hard copies of learning packs are prepared and ready for collection where requested
- Support the teacher with providing feedback where appropriate
- Attending virtual meetings with teachers, parents and pupils – cover details like:
 - If required to attend a virtual meeting, staff should continue to follow the school dress code outlined in the staff handbook for all virtual meetings
 - If required to attend a virtual meeting, these should be conducted in areas where there is little/no background noise and ensure that there is nothing inappropriate in the background

2.3 Subject leads/ Area leads

Alongside their teaching responsibilities, subject leads are responsible for:

- › Ensuring that staff are aware of resources that can be used to support remote learning eg., White Rose Maths Hub, CGP Reading Comprehensions, Oak Academy online lessons
- › 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
- › Monitoring the remote work set by teachers in their subject via regular meetings with teachers /reviewing work set

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- › Co-ordinating the remote learning approach across the school and for delivery of CPD to support quality online resources and learning
- › Monitoring the effectiveness of remote learning by: regular meetings with teachers and subject leaders, reviewing work set and reaching out for feedback from pupils and parents
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- › Monitor pupil engagement with learning resources

2.5 Designated safeguarding lead

The DSL is responsible for:

See the school's addendum to the Child Protection Policy (found on the school website)

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

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- staff should point parents towards resources if they are struggling (BBC Bitesize/ Oak Academy etc)
- 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, SENCO, phase leaders, member of the senior leadership team
- Issues with behaviour – the relevant Head of Phase
- Issues with IT – Jake Hodges/ Marc Day
- Issues with their own workload or wellbeing – phase leaders / wellbeing champion Claire Wardell
- Concerns about data protection – talk to the data protection officer/ Lisa Keighley/ Tina Denham
- Concerns about safeguarding – talk to the DSL Lisa Keighley, Helen Hall, Catherine Scott

4. Data protection

4.1 Accessing personal data

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

- Access data from school's SIMs system, CPOMs or the school's server in our IT network
- Use school devices such as school laptops, PCs etc. Staff 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 email addresses and contact 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

5. Safeguarding

All policies, including all safeguarding policies and the addendum to school's Child Protection Policy in the policy section of our school website. <https://blakehill-primary-school.eschools.co.uk>

6. Monitoring arrangements

This policy will be reviewed annually or whenever necessary determined by circumstance by Lisa Keighley, Headteacher. At every review, it will be approved by the curriculum committee and the Esafety committee

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
- Esafety policy