Remote learning policy

**Heathcoat Primary School**

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| **Approved by:** | Sammy Crook | **Date:** 22nd January 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 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 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. Please contact the school office and email FLT by 8am on the day of absence.

When providing remote learning, teachers are responsible for:

* Setting work:
  + Provide work for your class and if required for the year group if your teaching partner is absent or teaching in school.
  + You need to provide English, Maths, spelling or phonics and topic each day. PE will also be set across the week. The expectation is that KS1 receive 3 hours of online learning each day and KS2 receive 4 hours of online learning each day. This will include: pre-recorded lessons, video clips, and worksheets.
  + When this work needs to be set by 7pm the day before.
  + This learning will be uploaded onto Google Classrooms for Years 1 – 6 and Tapestry for EYFS (Nursery and Reception).
  + Work closely with your teaching partner to ensure there is consistency across both classes. Subject leaders will ensure there is consistency in the learning and expectations set across the school.
* Providing feedback on work:
  + Pupils will upload their completed work onto Google Classroom and Tapestry
  + Feedback will be given on work submitted in the form of comments through the online platform. Quizzes are automatically marked.
  + Work needs to be submitted to staff by 3pm each day.
* Keeping in touch with pupils who aren’t in school and their parents:
  + Pupils in Years 1 – 6 are expected to attend the daily class meets sessions and teachers will take a register each day to check who is engaging in remote learning.
  + Central logs are kept identifying children who aren’t attending class meets and submitting work. The leadership monitor this log and staff are expected to share any concerns around non engagement with FLT. Staff are expected to
  + Make regular contact with parents via email and raise any concerns through email or phone calls. Call all the parents every 2- 3 weeks.
  + Staff will try and respond to all emails within 48 hours.
  + Share with FLT any concerns raised by parents and pupils. For any safeguarding concerns, refer to the safeguarding section below.
  + The same behaviour expectations are to be followed online as in the physical building and the behaviour policy followed. Share any behaviour concerns with parents and FLT and log on CPOMS. If children are not engaging with home learning teachers will contact parents via email or telephone to see if there are barriers to them accessing the work. FLT will be kept informed.
* Attending virtual meetings with staff, parents and pupils:
  + Dress code should be professional and appropriate. The dress code of both parents and pupils also should be appropriate.
  + Professional behaviour is expected during virtual meetings
  + Locations (e.g. avoid areas with background noise, nothing inappropriate in the background, not in the bedroom). You can blur or set a different background as appropriate.
  + Children will be removed from Class meets if they are not appropriately dressed or the behaviour is not acceptable. TEAMs meetings will be ended if these expectations are not met.

As we have parallel classes, we aim to have teacher working at home providing remote learning and the other member of staff teaching in school. If, due to staff absence, this is not possible the teacher in school will also set the remote learning and monitor the online platforms. In the exceptional situation where neither teacher is available key members of FLT have been assigned to co-ordinate provision for pupils.

2.2 Teaching assistants (including assistant SENCo)

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. Please contact the school office and email FLT by 8am on the day of absence.

When assisting with remote learning, teaching assistants are responsible for:

* Supporting pupils who aren’t in school with learning remotely:
  + Attend ‘class meet’ sessions
  + Comment on work submitted via the Google Classroom platform
  + Prepare resources to go home
  + Attend TEAMS meetings if they work with a particular pupil 1-1
* Attending virtual meetings with teachers, parents and pupils:
  + Dress code should be professional and appropriate. The dress code of both parents and pupils also should be appropriate.
  + Professional behaviour is expected during virtual meetings
  + Locations (e.g. avoid areas with background noise, nothing inappropriate in the background, not in the bedroom). You can blur or set a different background as appropriate.

We aim to have some teaching assistants working at home on remote learning and some TAs supporting pupils in school. If all TAs are working in school, then the above responsibilities sit with the class teacher.

**2.3 Pastoral team**

When assisting with remote learning, the pastoral team 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. Please contact the school office and email FLT by 8am on the day of absence.

When assisting with remote learning, the pastoral are responsible for:

* Supporting pupils who aren’t in school with learning remotely:
  + Regular call those pupils the children they are working with (as agreed with FLT)
  + Prepare resources to go home around mental health and talking about the virus with children
  + Provide resources to go home for those children they are supporting
  + Provide support for the parents
* Support pupils they work with who are attending school
* Attending virtual meetings with teachers, parents and pupils:
  + Dress code should be professional and appropriate. The dress code of both parents and pupils also should be appropriate.
  + Professional behaviour is expected during virtual meetings
  + Locations (e.g. avoid areas with background noise, nothing inappropriate in the background, not in the bedroom). You can blur or set a different background as appropriate.

2.4 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
* 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 through regular meetings with teachers, emailing staff or by reviewing work set
* Alerting teachers to resources they can use to teach their subject remotely

2.5 Senior leaders (to include SENCo)

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 discussions with class teachers and subject leaders and through feedback from parents.
* Monitoring the security of remote learning systems, including data protection and safeguarding considerations
* SENCO will ensure that risk assessments have been completed for children with an EHCP, key resources are shared with parents and that work is differentiated to meet the children’s needs.

2.6 Designated safeguarding lead

The DSL is responsible for:

* Ensuring that we have ‘eyes on’ all our pupils during the week whether they are at home or at school.
* Identify vulnerable pupils and ensure DSL team keep in contact with them regularly
* Work closely with external professionals such as EWO, social services and Early Help
* See Child protection policy and appendix 3 for further information

2.7 IT staff (Based at THS)

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 if the class teacher is unable to find a solution
* 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 if the HPS are unable to do so

2.8 Pupils and parents

Staff can expect pupils learning remotely to:

* Attend the daily class meet sessions
* Be contactable during the school day – through Google Classroom/Tapestry. (We know you won’t be in front of a device all day from 9am to 3pm!)
* 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 via email or call the school office
* Be respectful when making any complaints or concerns known to staff

2.9 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 subject leaders or FLT
* Issues with behaviour – talk to FLT
* Issues with IT – talk to IT staff at THS
* Issues with their own workload or wellbeing – talk to your team leader
* Concerns about data protection – talk to the data protection officer (DPO is at IWEST or talk to Alison Broomfield and Demelza Higginson
* Concerns about safeguarding – talk to the DSL team (Demelza Higginson, Josie Hambly, Claire Shanahan and Mike Payne)

# 4. Data protection

4.1 Accessing personal data

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

* Access this data through Go4Schools or request information from the office staff
* Wherever possible please use your school device rather than a personal device.
* Ensure that emails and documents are regularly deleted

4.2 Processing personal data

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

# 5. Safeguarding

Safeguarding remains our main priority and is critically important during any period of remote learning. Staff will continue to use the usual safeguarding reporting procedures and recording system (CPOMS). An appendix to the policy has been created to outline any additional information.

All staff have been sent the child protection policy and appendix 3 to read and sign to say they have read. These documents can also be found in the policies area of 365.

There is always a member of the safeguarding team on site every day, with others working from home

# 6. Monitoring arrangements

This policy will be reviewed termly initially by Demelza Higginson. At every review, it will be approved by teaching, learning and welfare committee.

# 7. Links with other policies

This policy is linked to our:

* Behaviour policy
* Child protection policy and coronavirus appendix to our child protection policy
* Data protection policy and privacy notices
* Home-school agreement
* ICT and internet acceptable use policy
* Online safety policy