



Remote Learning Policy

September 2020

Aims

This remote learning policy for staff aims to:

Ensure consistency in the school's approach to remote learning

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

Roles and responsibilities

Teachers

Teachers must be available during the working day. 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 procedures. If it affects the completion of any work required they must ensure that arrangements have been made with year group partners or SLT to ensure work is completed.

Teachers are responsible for:

Setting work:

- Ensuring children have been made aware of passwords for any sites that may be used such as Edshed and Purple Mash.
- Working as a year group team to ensure the above work is planned and ready.
- Ensuring that core curriculum tasks are set and uploaded weekly for children who may be isolating or unable to come to school for any reason.
- When necessary, ensuring wider curriculum lessons are uploaded online for children to access
- Providing feedback on work
- Pupils can send any completed work to teachers via year group emails
- Teachers can email back feedback if required
- Teachers should respond to any emails from parents/children as quickly as possible.
- Identifying children who cannot access teams.

Keeping in touch with pupils and parents:

Weekly Marvellous Me to be sent to classes.

Emails received in the year group email from parents and pupils are to be checked daily Monday to Friday. Emails must be replied to as soon as possible. If the case comes that both year group teachers are unable to work and monitor the emails due to previously mentioned reasons the responsibility to reply to year group enquiries will be passed over.

Any issues that are received are to be dealt with professionally by the class teacher and the Executive Head teacher (EHT) or Head of School (HOS) should be BCC'd in the communication. If necessary teachers to contact member of SLT for advice (see emailing tips and strategies in the appendix)

Teachers/ SLT are to attempt to make contact with all pupils in their class via telephone call or Teams when in school or from a withheld number. Contact details can be accessed from SIMS in school or T2P if staff are at home, please ensure you log off and do not share information with a third party. Record all contacts with parents and add any relevant actions or notes. Example comment 'Telephoned Mum offered support during home learning and I spoke with child who is getting on well. No concerns.' Alert the EHT/ HOS and DSL with each contact made if there is a safeguarding concern. HT should also be alerted if no contact has been had with a parent or child for an extended period of time.

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

Attending virtual meetings with staff, parents and pupils:

Microsoft Teams has been downloaded and staff have been introduced to using the technology. Teams may be used for a range of reasons:

Teachers must plan and deliver virtual lessons where appropriate. This will not be needed when the majority of the class are attending school but will be required when 30% or more of the class are isolating, recorded lessons will be provided.

Virtual staff meeting and parent's evenings may need to be held depending on government guidance at that time.

When delivering virtual lessons, teachers must think about their location in their home (e.g. avoid areas with background noise, ensure that the background is appropriate)

Teams may be used to communicate with staff across the school to prevent other members of staff entering a 'bubble' unnecessarily.

Teaching assistants

Teaching assistants must be available during the working day, Mon to Fri. They are expected to check work emails for correspondence and updates and be available when called upon to attend school. 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.

Subject leads

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:
Monitoring the work set by teachers in their subject – Review work set weekly on the website

Review your current subject in the light of home learning. Evaluate what changes will need to be made on return to school that would impact on teaching and subject action plans.

Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:
Co-ordinating the remote learning approach across the school – SLT

Monitoring the effectiveness of remote learning – reviewing work set by teachers weekly, monitoring any email correspondence between parents and teachers that are passed on to SLT.

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

Designated safeguarding lead

The DSL is responsible for:

Maintaining contact, collating, passing on information and responding to any concerns.

IT support (CONCERO)

IT staff are responsible for:

- Creating emails
- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're experiencing
- Ensuring security setting and software are up to date to prevent data breaches

- Assisting staff, pupils and parents with accessing the internet or devices
- Clearing laptops of sensitive information for children who require a laptop from school to be able to access the work at home.
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

Pupils and parents

Staff can expect pupils to:

- Be contactable during the hours of the school day 8:45am – 3:25pm
- 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 to:

- Seek help from the school if they need it – staff should refer parents to the 'Children's' section on our website and the 'student work portal' for weekly work tasks and other useful links for learning.
- Be respectful when making any complaints or concerns known to staff

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 systems are appropriately secure, for both data protection and safeguarding reasons

Who to contact

If staff have any questions or concerns, they should contact the following individuals:

Issues in setting work – talk to the relevant subject lead/SENCO/SLT

Issues with behaviour – talk to the SENCO/SLT

Issues with IT – talk CONCERO through logging a ticket. Alternatively contact HC or SLT.

Issues with their own workload or wellbeing – talk to their line manager/SLT

Concerns about data protection – report to SLT

Concerns about safeguarding – report to the DSL

All staff can be contacted via the school email addresses

Data protection

Accessing personal data

When accessing personal data, all staff members will:

Teachers are able to access parent contact details via SIMS or T2P using a secure password. Do not share any details with third parties and ensure they are logged off.

SLT have the ability to locate personal details of families when required through securely accessing SIMS. SLT are not to share their access permissions with other members of staff.

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

Any records of telephone communications with parents should be kept by the staff member.

Sharing personal data

Staff members may need to collect 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.

Staff are reminded not to share personal data where possible online.

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

- If a staff member notices a problem with any of these measures then CONCERO, the Computing lead or SLT should be notified straight away to solve the problem.

Safeguarding

Please follow the safeguarding policy at all times.

This policy is available on our website.

Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government. Due to changing guidance it may need to be regularly reviewed.

Links with other policies

This policy is linked to our:

Behaviour policy

Data protection policy and privacy notices

E-learning and internet acceptable use policy