Remote Learning Policy

Western Road Community Primary School

Approved by:	SLT	Date: 25th January 2021
Last reviewed on:	19th January by Rea Hamilton	
Next review due by:	22nd February 2021	

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1. 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 community with regards to remote learning

> Provide appropriate guidelines for data protection

2. Roles and responsibilities

2.1 Teachers

Teachers must be available between 8am 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.

Teachers are responsible for:

- Setting daily work for their own classes as agreed in the guidelines, including pre-recorded inputs for daily maths, English and phonics/GPS and appropriate instructions and activities for foundation subjects, apart from PPA sessions where tasks may be more open-ended.

- Placing work on SeeSaw/Tapestry. Paper copies may be needed for particular families to be collected. These should be ready on the mornings they are required by 8.50am.

- Working in class teaching their designated KW/V group as required.

- Supporting their online learners during their pre-agreed out-of-class sessions. During these sessions, work can be carried out offsite. However, teachers need to be on-call during these times and available to return to / remain in school in the event of an unforeseen staff shortage in a pod. Where this results in out of class sessions being lost/cut short, SLT will work with teachers to schedule a plan where they will be compensated for lost time where possible.

- Hosting weekly check-ins at the agreed times with their online groups of up to fifteen pupils whose parental permission has been received. During these, teachers are to take responsibility for ensuring the safety rules are followed:

  - Participants must be in a communal/family room.

  - Participants must be appropriately dressed.

  - Participants must be polite and respectful at all times.

  - Participants must mute themselves and speak when invited to do so with the host.

- Acting as the supporting adult for weekly check-ins as required, according to the agreed schedule.

- o Liaising with subject leaders to ensure appropriate skills and knowledge progression across the school.

- o Providing feedback on work that is uploaded within the school day hours via SeeSaw/Tapestry on a daily basis (allowing additional time when teachers are in school pods for the whole of the school day).

- o Teachers are not permitted to answer emails from parents – these should be directed to SLT for them to liaise with teachers about before answering, unless specifically directed otherwise.

    - o If any teachers receive complaints/concerns by parents/pupils or have any concerns regarding behaviour, they should contact a member of SLT immediately to alert them and log details onto CPOMs as soon as possible.

    - o If any teachers receive have any safeguarding concerns, they should contact the DSL immediately to alert them and log details onto CPOMs as soon as possible. If the DSL is not available, the DDSL must be contacted or, failing that, the SENCo. It is important that these procedures are followed, as some safeguarding concerns may result in the need to consult with outside agencies before a child is released to their parent/guardian at the end of the school day.

- o Teachers are required to monitor their pupils' engagement with SeeSaw/Tapestry and log families who are not engaging so that they can be telephoned by teachers/SLT (depending what is determined by SLT). These calls should be logged on CPOMs to maintain a single 'paper trail' of how engagement with the online learning platform is being managed during the school's closure, and to ensure any persistent concerns can then be tracked and dealt with.

- o Maintaining daily access to their email accounts, SIMs accounts and CPOMs accounts to ensure they receive necessary notifications for both safeguarding and teaching purposes. In the event of any difficulty in logging in to any of these accounts, they are responsible for rectifying the issue by contacting SchoolsICT and notifying SLT immediately.

2.2 Teaching assistants

Teaching assistants must be available to work the hours that have been agreed with them in order to ensure KW/V groups are covered. This currently means some teaching assistants are on-call offsite for parts of the day, and in class leading groups in foundation subjects when teachers are out of class maintaining their online provision for children who are at home. As the needs of groups change, these schedules may need to be altered. If teaching assistants 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; which is by contacting Rea Hamilton (07923605081) by 7.15am at the latest on the day of absence. If they will then be off for a subsequent day, they will need to contact the school office/Rea by 3pm the day beforehand.

Teaching assistants are responsible for:

- o Attending virtual meetings with staff (ensuring an appropriate location e.g. avoid areas with background noise, nothing inappropriate in the background).

- o Working in school on their agreed rota hours, supporting teachers and pupils with teaching and learning, completing afternoon registration and leading groups in foundation subjects in the afternoons as required.

- o Being on-call offsite for the remainder of their working hours. Whilst on-call, they must be available to come into work/stay on-site immediately if required. Also, during their time on-call, they may be required to support their class using the on-line learning platform or pre-recording intervention sessions, depending on the support programme that has been agreed with them and the class teachers and SLT.

- o Working with all other staff to ensure the school site and resources are cleaned periodically throughout the day as required.

- o Assisting teachers by supervising break, lunchtimes and outdoor lessons as required

- o Maintaining daily access to their email accounts, SIMs accounts, Tapestry/SeeSaw accounts and CPOMs accounts to ensure they receive necessary notifications for both safeguarding and

teaching purposes. In the event of any difficulty in logging in to any of these accounts, they are responsible for rectifying the issue by contacting SchoolsICT and notifying SLT immediately.

o Maintaining their access to their allotted school laptops to ensure they can receive all notifications, complete registration for their group as needed and prepare sessions to support online/in school interventions. In the event of any faults with laptops, they are responsible for rectifying the issue by contacting SchoolsICT or notifying SLT as appropriate.

o If any TAs receive complaints/concerns by parents/pupils or have any concerns regarding behaviour, they should contact a member of SLT to alert them, and log details onto CPOMs soon as possible.

o If any TAs receive have any safeguarding concerns, they should contact the DSL immediately to alert them, and log details onto CPOMs as soon as possible. If the DSL is not available, teaching assistants should contact the DDSL or, if unavailable, the SENCo. It is important that these procedures are followed, as some safeguarding concerns may result in the need to consult with outside agencies before a child is released to their parent/guardian at the end of the school day.

2.3 Subject leads

Alongside their teaching responsibilities, as outlined above, 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 to make sure work set is appropriate and consistent

> Working with other subject leads and senior leaders to make sure work set across subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other

> Monitoring the work set by teachers in their subject through regular meetings with teachers and/or by reviewing work set

> Alerting teachers to resources they can use to teach their subject

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

> Coordinating the remote learning approach across the school

> Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents

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

2.5 Designated safeguarding leads

The DSL and DDSL are responsible for being available either in person and/or by telephone contact throughout the school day. The DSL and DDSL are responsible for maintaining contact with vulnerable families and recording details of that contact on CPOMS for record and analysis. See Child Protection and Safeguarding Policy, September 2019 and Addendum, March 2020 for further details.

2.6 SENCO

The SENCo is responsible for ensuring that the needs of pupils on the SEND register are being met both in school and, as far as possible, online. They will liaise with TAs and teachers to ensure appropriate interventions are planned and delivered, and check in with families to ensure they can access the learning. They will continue to liaise with outside agencies and class teachers in order to make referrals and access assistance and support as necessary during the whole school's closure.

2.7 Pupils and parents

Staff can expect pupils to:

> Be contactable during school hours – although consider they may not always be in front of a device the entire time.

> Complete work to the deadline set by teachers and submit it in an appropriate form onto Seesaw/Tapestry so that progress can be assessed and feedback given.

> 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:

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

3. Who to contact

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

> Planning, setting and marking work – talk to SLT or PPG lead.

> Behaviour management– talk to member of SLT.

> IT – log the issue with SchoolsICT.

> Personal workload or wellbeing – talk to a member of SLT.

> Data protection – talk to the Headteacher.

> Safeguarding – talk to the DSL or Deputy DSL (DDSL).

Any individuals listed above can be contacted via telephone, email or in person.

4. Data protection

4.1 Accessing personal data

When accessing personal data, all staff members will access it using the remote access system (Sirus) maintained by SchoolsICT. All staff members should use school devices to access personal data, not personal devices.

4.2 Sharing personal data

Staff members may need to collect and/or share personal data such as names, login details and parental email addresses 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

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

The Child Protection and Safeguarding Policy (September 2020) remains in place with an addendum added for reference during the Coronavirus pandemic (March 2020 to present). The addendum and main policy can both be found on the Staff Drive, policies.

6. Monitoring arrangements

This policy will be reviewed on a three-week cycle. At every review, it will be approved by at least one Governor using electronic approval.

7. Links with other policies

This policy is linked to our:

> Behaviour policy

> Child protection and safeguarding policy and coronavirus addendum to our child protection policy

> Data protection policy and privacy notices

> ICT and internet acceptable use policy

> Online safety policy

> DfE Guidelines for school reopening