

## **Remote Learning Policy**

### **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
- Ensure pupils unable to attend school remain fully included within the school community.
- Continue to ensure that every child receives the best education the school can provide them.
- Ensure that remote education is integrated into the curriculum so it is an essential part of the school curriculum, alongside classroom teaching, or in the case of a local lockdown.

### **Roles and Responsibilities**

#### **Senior Leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

If the class teacher is unwell and unable to lead remote learning, the home learning provision and systems may need to be adapted at short notice. School leaders will endeavour to continue carrying out remote learning for the class as planned.

#### **Designated Safeguarding Lead (DSL)**

The DSL is responsible for:

- Safeguarding concerns, including those related to Remote Learning. Please also refer to Child Protection and Safeguarding Policy.

## **Teachers**

When providing remote learning, teachers will be working on their normal working days from 9am to 3pm.

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 for:**

- Providing quality learning opportunities for their current class. Ensuring that families receive a weekly learning plan/timetable.

Teachers will outline the daily work via the Purple Mash/Mini Mash platform by 9am.

Families will be signposted to the longer term curriculum plan overviews for reference (found on the school website under the curriculum tab) and to the topic overviews to be found on the class pages on the website.

Families in YR and KS1 will be directed to use the Tapestry online platform.

The learning plan will direct families to an English and maths lesson each day.

The plan will include a lesson 1 other foundation subject, e.g. science, geography, RE etc.

Daily phonics lessons will be planned for in YR and KS1 and GPS lessons for KS2.

The plan will include daily reading opportunities and quizzing (when appropriate) using Accelerated Reader.

The plan will include multiplication practise for KS2 pupils using Times Tables Rock Stars each day.

Teachers may also utilise other learning resources provided by the Oak National Academy, White Rose Maths and BBC Bitesize, as well as other good quality online learning resources identified/recommended by subject leads.

YR and KS1 teachers will upload a daily story telling session to their class pages and a weekly challenge each Friday.

KS2 teachers will read longer books in extracts (Monday to Thursday) and set a weekly challenge on Friday. These will be uploaded onto the class pages on the website.

### **Providing Feedback**

Pupils will upload work to the Purple Mash portal. All work submitted will be acknowledged by the class teacher.

Feedback will be given for English and maths on an individual, group or whole class basis.

Feedback will be age appropriate.

## **Communication with Children and Parents**

In the case of a longer national or local lockdown, teachers/senior leaders will call pupils/parents at least every 3 weeks.

Any concerns/pastoral issues must be recorded on CPOMS and DSL/Headteacher alerted.

In the event of a self/class bubble isolation, communication in the first instance will be via Purple Mash. If there has been no communication from either a parent or child via Purple Mash by day 3 of lockdown/self-isolation period starting, teacher or SLT member will call parents/pupils on day 4.

Vulnerable pupils will be called weekly - CP/EHCP/SEN/identified pupils, this will be done by DSL and/or SENCO.

Parents will be informed via newsletters/Parentmail the different ways that school staff can be contacted: class emails/school mainline number/school mobile number/admin email address/Purple Mash pupil account.

Emails received from parents and pupils are to be checked between 9am and 3pm, Mon- Fri.

Teachers should respond to pupil/parent emails within 48hours.

## **Virtual Meetings**

When attending virtual meetings staff must be aware of:

- Suitable dress code
- Locations (e.g. avoiding areas with background noise, nothing inappropriate in the background etc.)
- Privacy of location

## **Teaching Assistants**

TAs must be available during the hours normally worked during the week.

TAs will be directed to undertake online CPD as appropriate.

If TAs 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.

## **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.

- Alerting teachers to resources they can use to teach their subject remotely

### **Pupils and Parents**

Staff can expect pupils to:

- Be contactable during the hours of the school day 9am – 3pm – although they may not always be in front of a device the entire time.
- Seek help from teachers if they need it.
- Alert teachers if they are unable to complete work

Staff can expect parents to:

- Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff.

### **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.

### **Remote Contact**

If staff have any questions or concerns about remote learning, they should contact the following:

- Issues in setting work – talk to the relevant subject lead or SENCO
- Issues with behaviour – talk to the Headteacher
- Issues with IT – contact Danny Langdon/Mark Lester- DSL Solutions.
- Issues with their own workload or wellbeing – talk to the Headteacher
- Concerns about data protection – talk to the Headteacher
- Concerns about safeguarding – talk to the Headteacher/DSL

### **Data Protection**

#### **Accessing Personal Data**

When accessing personal data, all staff members will:

Have access to CPOMS to record any parent contact or concerns about children; this is accessed via secure two-key authentication.

Ensure user is logged out after use. Do not allow access to the site to any third party.

Teachers are able to access parent contact details via CPOMS system . Do not share any details with third parties and ensure CPOMS is logged off after use.

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

### **Security**

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.
- Keeping operating systems up to date – always install the latest updates.

### **Safeguarding**

Please refer to Child Protection and Safeguarding Policy.

All staff have access to CPOMS site to log any concerns.

### **Monitoring Arrangements**

This policy will be reviewed as and when updates to remote learning are provided by the government.

### **Links with other policies**

This policy is linked to:

Behaviour policy

Child protection policy

Data protection policy and privacy notices

ICT and Acceptable Use policy

Code of Conduct

**Policy Date: September 2020**