

Sebert Wood Community Primary School

Remote Learning Policy



Date written: September 2020

Date of review: September 2021

Approved by: Head Teacher

Signature of Chair of Governors:

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 and safeguarding
- Recognise the importance of a balance between on screen and off screen time

BUBBLE/WHOLE SCHOOL CLOSURE

ROLES AND RESPONSIBILITIES

When providing remote learning in the event of a bubble or whole school closure, teachers must be available between 9am and 3pm. 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 work and communicating with pupils and parents:

- Motivating and inspiring learning at home for all pupils
- Providing daily learning activities for their year group in liaison with other year group staff. This must include subjects from across the curriculum. (1 English, 1 Maths and 1 Foundation per day.) This should be uploaded to Google Classroom. Printed resources should be made available for those pupils who do not have suitable online access.
- Creating weekly timetable for work for their year group in liaison with other year group staff. This must include subjects from across the curriculum. This should be uploaded to Google Classroom.
- Provide some pre-recorded lesson starters (uploaded to Google Classroom). These can be accessed at any time as opposed to 'live' feeds, taking into account safeguarding and security factors. We are also mindful that many families struggle to have multiple siblings online at the same time. Feedback from parents has also suggested that access to multiple devices (where parents are also working from home) has proved a challenge.
- Ensuring that to the best of their knowledge that any websites that are used as part of remote learning, are safe and appropriate.
- Encourage use of Spelling Shed, Times Table Rockstars, Mathletics (Y4 and Y5) and Accelerated Reader (in the case of wider school closure)
- Contact pupils and parents via a weekly Zoom meeting (invites on Google Classroom) to review and give whole class feedback on the week.
- Also contact parents via telephone should they be unable to make contact via Zoom or Google Classroom
- Messages on Google Classroom from parents and pupils are to be checked between 9am and 3pm, Mon-Fri. Google Classroom messages must be replied to within 48hrs during the working week.
- All 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.

Providing feedback on work:

- Pupils can send any completed work to teachers via Google Classroom
- Teachers can give feedback on Google Classroom if required

- Teachers should respond to Google Classroom notifications from parents/pupils within 48 hours during the working week
- Teachers to send any children's work to be displayed on Twitter to JT

TEACHING ASSISTANTS

When assisting with remote learning in the event of a bubble or whole school closure, teaching assistants must be available between 9am and 3pm, Mon to Fri (if full time 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. When assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely as requested by the SENDCO
- Daily calls to specified pupils to support with remote learning

SUBJECT LEADS

Alongside their teaching responsibilities, subject leads are responsible for:

- Monitoring the remote work set by teachers in their subject.

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 –reviewing work set by teacher weekly, monitoring email correspondence between parents and teaching staff
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

PUPILS AND PARENTS

Staff can expect pupils learning remotely in the event of a bubble or whole school closure to:

- Be contactable during the hours of 9am- 3pm – although they may not always be in front of a device
- Find time to watch the Recorded Lesson Starters and complete the assigned activities on Google Classroom
- Try their best at all times
- Seek help if they need it, from teachers or teaching assistants via year group email
- Alert teachers if they're unable to complete work via Google Classroom
- Understand that at home there will be rules and expectations that are similar to school
- Ensure a parent/carer knows when you are accessing the learning online

Staff can expect parents with children learning remotely in the event of a bubble or whole school closure to:

- Make the school aware if their child is sick or otherwise can't complete work via the year group
- Seek help from the school if they need it –staff should refer parents to the 'Pupil & Class Info' section of the school website for useful learning links and daily learning activities (in the event of whole school closure)
- Be respectful when making any complaints or concerns known to staff
- Recognise the key differences between learning at home and learning at school
- Ensure any videos and communication received from staff is not shared beyond Sebert Wood

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

WELL-BEING

- If parent has concerns about the well-being of their child they are encouraged to let the class teacher know. We will offer advice and support if possible.
- The parents of children who are currently being supported by the pastoral team in school will receive phonecalls from one of the staff on a weekly basis to offer support.

REMOTE LEARNING FOR INDIVIDUALS WHO ARE SELF-ISOLATING

When the school office is informed that a child (and siblings) are isolating due to a suspected or confirmed case of COVID 19:

- A member of the office team will contact the teacher directly in order that they can provide the pupil/s with remote learning for the duration of the isolation. Interim tasks will be provided as soon as practically possible, which may vary between year groups.
- Within 24 hours of the reported absence, remote learning tasks will be sent to parent(s) email via the year group email. We cannot replicate the direct teaching the children receive from teachers in class but the activities will be broadly linked to the learning that is taking place within the classroom. This may include website links to school resources such as TTRS, Spelling Shed, Mathletics and Accelerated Reader, worksheets to print out and complete, links to a video or specific lessons from the Oak National Academy, BBC Bitesize etc.
- Any work submitted to the year group email will be reviewed by the teacher and relevant feedback given.

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/SLT
- Issues with behaviour – talk to SENCO/SLT
- Issues with IT – talk to JT who will liaise with necessary IT support if required
- Issues with their own wellbeing – talk to JW
- Concerns about safeguarding – talk to the DSL

All staff can be contacted via the school email addresses

DATA PROTECTION

Accessing personal data

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

- All staff have access to CPOMs to record any parental concerns or disclosures about pupils, this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party.
- Teachers access parent contact details via password protected file. Do not share any details with third parties.
- School laptops and iPads are the school's preferred devices when accessing any personal information on pupils.

Sharing personal data

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

Keeping devices secure

All staff members will take appropriate steps to ensure their devices are 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

SAFEGUARDING

The DSL is responsible for maintaining contact, collating, passing on information and responding to any concerns.

Please see COVID- 19 amendment to the Safeguarding/Child Protection Policy, in relation to home learning. This also details reference to remote learning and risks online.

MONITORING ARRANGEMENTS

This policy has been approved by the governors; it will be reviewed as and when updates to remote learning are provided by the DfE. At every review, it will be approved by Mr Dewhurst (Headteacher) and SLT.

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
- Online safety policy