



Remote/ Home Learning Policy **2020-21**

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

This Policy is designed to cover 3 scenarios where remote learning is required:

1. Where part of a class is isolating and part of the class is still in school
2. Where an entire class is isolating for a period of time
3. Where the entire school is back in a Lockdown scenario and no children are attending

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 9-3pm in scenarios 2 and 3. (unless supporting key worker children in 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.

When providing remote learning, teachers are responsible for:

Setting work:

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- We want to ensure remote learning is content specific to the child and year group and is linked to the work being planned for in school
- The content will follow a consolidation/reinforcing and scaffolding learning model (week 1 work will consolidate the previous week's learning in school and week 2 will model, scaffold and build on that learning)
- Work will be uploaded and accessed onto Microsoft Teams Education and communicated via Seesaw
- We will work collaboratively with colleagues to share appropriate resources (eg. phonics, reading aids etc.)
- We will provide paper-based/ text book learning where a child has no capability to access learning online

Providing feedback on work:

- To minimise risk, paper learning will not be returned to school for marking (but can be scanned/photographed and e-mailed)
- Online work can be submitted to the teacher via Microsoft Teams/ Seesaw

Keeping in touch with pupils and their parents -

- Communications of a general nature will be handled through the bursar in the office via designated e mail
- Individual class teachers will keep in touch with their children via Seesaw, e mail and Microsoft teams
- Teachers to telephone families and speak to children once a fortnight from school using the secure line
- SEND/ Vulnerable pupils and families will be contacted by the Headteacher

Attending virtual meetings with staff, parents and pupils:

Appropriate policy to be sent to reinforce appropriate behaviour when using remote learning

- For virtual lessons, pupils are required to be dressed appropriately (school uniform not required but not pyjamas etc.)
- Locations: Where possible, any 'live' lessons need to be accessed in a communal area that is quiet and conducive to learning (eg: NOT a bedroom)
- Parents need to be overseeing the lesson, but not taking part
- Where necessary all participants in a meeting will be muted so no background noise will disturb the meeting

If teachers will also be working in school on a rota system to support the children of key workers, they will not be required to promote online learning on this day

2.2 Teaching assistants

Teacher Assistants must be available between 9.00am and 3.00pm Monday to Friday. During this time they are expected to check work e mails 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.

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

- In conjunction with the teacher create a paper based learning pack for assigned SEN or any other child (as assigned by the headteacher)
- Attending virtual meetings with teachers, parents and pupils (as directed by the Headteacher)
- Appropriate dress code during meetings (according to the Code of Conduct)
- Ensure appropriate locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

2.3 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
- Giving support to any teachers who may be having difficulties with online learning in their subject
- Provide teachers with any good online resources to support their subject area

2.4 Senior leaders

Alongside any teaching responsibilities, management responsibilities senior leaders (Ann Hedges/ Denise Heath) 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

2.5 Designated safeguarding lead

The DSL is responsible for:

- Ensuring that Remote Learning is carried out in accordance with the Online Safety Policy and Keeping Children Safe in Education 2020

2.6 IT staff

IT staff (Denise Heath/ Virtue technician) are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're experiencing
- 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

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day - although consider they may not always be in front of a device the entire time
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers
- Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- Work in partnership with the school and agree to complete online/ home learning activities set
- 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 issues or 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 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 - speak to the HT or DHT or subject leader
- Issues with behaviour - talk to the HT
- Issues with IT - talk to DHT

- Issues with their own workload or wellbeing - talk to the HT
- Concerns about data protection - talk to the HT
- Concerns about safeguarding - talk to the DSL or DDSL

4. Data protection

4.1 Accessing personal data

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

Explain:

How they can access the data, such as a server in your IT network

Staff to use devices which have been provided by school which are password protected

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as e mail addresses as part of the remote learning system.

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 -

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

An addendum has been added to the safeguarding and behaviour policy in line with COVID-19

The online safety policies are still relevant with online learning

6. Monitoring arrangements

This policy will be reviewed half termly by Ann Hedges and Denise Heath the Headteacher and Deputy Headteacher.

7. 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

POLICY PRODUCED 25.09.2020