

# Remote Learning Policy

## Whimble Primary School



**Approved by:** Full Governing Body **Date:** 8<sup>th</sup> December 2020

**Last reviewed on:** 8<sup>th</sup> December 2020

**Next review due by:** June 2020

## Contents

1. Aims .....	2
2. Setting of Remote Learning and Responsibilities.....	2
3. Who to contact.....	5
4. Data protection .....	5
5. Safeguarding .....	6
6. Monitoring arrangements.....	6
7. Links with other policies.....	6

---

### 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.

### 2. Setting of Remote Learning and Responsibilities

#### 2.1 What will this look like if the whole school is closed, or a class bubble is self-isolating?

When providing remote learning, teachers must be available between 9.00am and 3.00pm.

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 to the headteacher as soon as possible to allow alternative provision to be arranged.

When providing remote learning, teachers are responsible for:

#### Setting work

- In Key Stage Two, work will be set using Google Classroom. In Key Stage One, this will be done using E-Schools, with ongoing monitoring of the effectiveness of both these platforms.
- Work and activities may be taken from a variety of sources (pupil logins will be provided where necessary), and teachers are responsible for vetting the sites they use.
- Staff who share a teaching role within a class will work closely to aim for consistency where possible.
- Teachers can choose how they decide to set and communicate with pupils about work set, but will generally set one maths, one English and one other activity each day.

#### Providing feedback on work

- Feedback will be provided through Google Classroom or E-Schools when appropriate.

### **Children accessing work**

- It is expected that children will access the work set for them every day. This should be uploaded where required.
- If children do not access work, or reply to messages from school staff, the school will aim to make contact with the children on the third day.
- Should there be barriers with technology, the school will discuss other means necessary of getting work to the child, for example, dropping physical work to the door.

### **What will this look like if the class bubble is open but a child is self-isolating?**

Initially the school will determine whether or not the child is well, and therefore able to engage with remote learning. If so, the following guidelines will be followed:

- Once the school have received information that a child will be absent from school due to self-isolation, they will begin setting work on the second day of absence.
- During the first day of absence, children of all ages will be encouraged to self-select from the 24hour learning pack available on the school website – learning tab – remote learning.
- For children in EYFS, work will be set using E-Schools and will be made up of a list of activities that can be completed across a given week. The parents will be encouraged to help their child login every day however, to check for messages from their class teacher.
- In KS1, work will be set via E-Schools every day. This, where possible, will be similar to the work being completed by other children in school.
- In KS2, work will be set via Google Classroom every day. This, where possible, will be similar to the work being completed by other children in school.
- The school will make contact on the third day of absence should there appear to be no attempt to engage with the remote learning. Should there be barriers with technology, the school will discuss other means necessary of getting work to the child (e.g. dropping physical work to the door).

### **Keeping in touch with pupils who aren't in school and their parents:**

- Emails will be checked during work hours and responded to in a timely manner
- Teachers are to attempt to make contact with any pupil learning/working from home in their class at least twice a week. Record all contacts with parents on shared drive – Remote Support – 'school contact sheet' and add any relevant actions. Example: 'Telephoned Mum offered support during home learning and I spoke with the child who is getting on well. No concerns.'
- Contact should be polite and encouraging. Teachers must not give out any personal details. Any concerns should be forwarded to the Headteacher, or the designated member of the SLT in her absence, who may choose to contact the parents directly.

## **2.2 Attendance at Virtual Meetings**

Attendance of staff at any virtual meeting with teachers, parents and pupils must follow the staff code of conduct including remembering to:

- Dress code - All staff attending meetings virtually should dress appropriately and comfortably. It is not expected for staff to dress formally as for school, but consideration should be given to the audience and participants of the meetings to ensure that professional standards are maintained at all times.
- Awareness of surroundings - ensuring that, where possible, they are in a suitable location (not in bed), and that conversations are in a suitably private area where they cannot be overheard.

## 2.3 Teaching Assistants

When assisting with remote learning, teaching assistants must be available during their contracted 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 to the headteacher as soon as possible to allow alternative provision to be arranged.

When assisting with remote learning, teaching assistants may be responsible for:

- Supporting pupils who are not in school by contacting them and their family in order to 'check in' and offer support as required.
- Supporting teachers by helping to provide learning activities to enhance children's learning experience, e.g. producing an activity sheet to upload online or making a phonics game.
- Liaising with class teachers to know what work has been set so guidance can be offered to families/pupils to aid completion.

## 2.4 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.
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent.
- Alerting teachers to resources they can use to teach their subject remotely.

## 2.5 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 through regular dialogue with teachers, and providing support and training where necessary.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

## 2.6 Designated safeguarding lead

The DSL and DDSs are responsible for:

Maintaining contact, collating, passing on information and responding to any concerns. See the COVID-19 amendments to the Child Protection Policy

## 2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day
- 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:

- Make the school aware if their child is sick or otherwise can't complete work.
- To contact staff via the admin email (as usual) or by using the learning platform that the child's work is set on (Google Classroom or ESchools). Direct emailing to staff is not permitted.
- Seek help from the school if they need it.
- Be respectful when making any complaints 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 Headteacher or any member of SLT in the first instance, so that their queries can be directed to the right area for support.

## 4. Data protection

### 4.1 Accessing personal data

When accessing personal data for remote learning purposes:

- Teachers are able to access parent contact details of families when required through securely accessing SIMs.
- The Headteacher, or a member of the SLT in her absence, will decide which contact details will be provided to teaching assistants on a need to know basis, this will either be accessed via Google Drive and access deleted as soon as the task is completed.
- School laptops or Chromebooks are the school's preferred devices to be used when accessing any personal information on pupils.

### 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Staff will be reminded to share as little 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 school will follow the current safeguarding policy and most recent COVID appendix, available on website.

## **6. Monitoring arrangements**

This policy will be reviewed every six months. At every review, it will be approved by the Teaching and Learning Committee.

## **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
- ICT and internet acceptable use policy
- Online safety policy