

HEATHCOTE

Primary School

Remote Learning Policy



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Person responsible for review	Senior Leadership Team
Signed by Chair of Governor	

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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 in 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

Teachers

Teachers are ideally available Monday – Friday during usual working hours but this will be primarily directed by their own personal family circumstances/situation during the current crisis. Underpinning this approach is an understanding for flexibility as to when teachers can be available. 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.

Teachers are responsible for:

- **Setting work**
 - Class teachers will provide approximately 4 activities per day for their pupils.
 - Activities should include one English; one Maths; and one or two other Curriculum subjects.
 - Instructions should contain enough detail for the pupil to be relatively independent (age dependent) but should not rely on use of a computer or device as it is acknowledged that this may be needed by siblings and/or

parent(s) working from home. Teachers should not assume that a home has access to a printer to print anything.

- Work set by teachers must be submitted to the Senior Leadership Team (SLT) for checking at various intervals.
- Work will be uploaded to Tapestry (Reception/ Year 1) E-Schools (Year 2- 5) and Microsoft Teams for live lessons.

- **Responding as appropriate to parents**

- Weekly contact with children or parents is expected through either our school learning platforms, e-mails or wellbeing phone calls. The Home Learning Package that we offer at Heathcote Primary School invites parents and children to share their learning through Tapestry, E-schools or Microsoft Teams.
- Teachers should never use a personal device that shares their personal contact details (e.g. phone number or private email address)
- Parents who send a pupil's work and/or photographs/videos should receive an acknowledgement and praise from a teacher or other school staff. This will not aim to replicate feedback on strengths and development in learning that parents might expect when the school is open and working normally.
- Parents should note that the government does not expect them to perform as teachers nor expect a school's lockdown offer of remote learning activities to be 'education as normal but from home'. While it is ideal for children to remain engaged with their learning and particularly rewarding if they can share this with a parent(s)/carer(s), it is recognised that families are all coping in different ways with different challenges and there is therefore no expectation that work will be completed and certainly not to the standard that teachers would normally expect in class.

- **Attending virtual meetings**

- Where possible, ensure that there is more than one member of staff in each live lesson on Microsoft Teams. Where this is not possible, live lessons, 1:1 or small group meeting should be recorded.

- **Making contact with parents or pupils (usually by phone) as part of the school's existing planned programme of contact**

- Is as detailed within the school's Child Protection Policy and remains compliant with the Staff Code of Conduct.

- **Teachers are not responsible for marking or providing individualised feedback to pupils on the outcome of learning activities subject to acknowledging work etc submitted (see above).**

Teaching Assistants

Teaching assistants should be available during their normal working hours on the days they are normally required in school. 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.

Teaching assistants may:

- Work in school for specific tasks as required by the Executive Head Teacher
- Undertake remote and/or online CPD training
- Attend virtual meetings with colleagues
- Work with/provide work for individuals/small groups of children.

Subject Leaders

Alongside their teaching responsibilities, as outlined above, Subject Leaders may:

- Consider whether any aspects of the subject curriculum need to change to accommodate remote learning
- Work with teachers setting the curriculum subject to make sure work set is appropriate and consistent
- Work with other subject leads and senior leaders to make sure work set across subjects is appropriate and consistent, and activities are being set at an appropriate distance away from each other
- Monitor the work set by teachers in their subject – explain how they will do this, such as through regular meetings with teachers or by reviewing work set
- Alert teachers to resources they can use to teach their subject.
- Address any CPD needs and plan.

SENDCO

The SENDCO is responsible for coordinating provision for pupils with SEND across the school as set out within the schools Special Educational Needs Policy.

During a period of enforced school closure, the SENDCO will continue to:

- Lead on liaison with SEND pupils at home and their families
- Ensure completion of necessary SEND paperwork and/or applications

Senior Leadership Team (SLT)

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the school
- Monitoring the effectiveness of the remote learning activities for example through contact with teachers and subject leaders and reviewing the work set
- Identifying which families may have no access to the internet and ensuring that hard copies of learning activities planned by teachers are made available to the parent for collection or delivery

- Oversee the ongoing wellbeing and CPD of teaching assistants.

Designated Safeguarding Lead

The DSL is responsible for:

- identifying which children in the school are vulnerable, this means those who:
 - have a child protection plan
 - have a child in need plan
 - are looked after by the local authority
 - receive Early Help
 - and any other children the school has safeguarding concerns around, for example children identified through OP-ENCOMPASS reports
- maintain regular (daily/several times a week) contact with the family and child and liaise with children's social workers,
- where possible, arrange for identified vulnerable children to still attend school,
- update and manage access to child protection files and CPoms where necessary, sharing information updates with other DSLs weekly.

Where school remains open there will be a DSL on site wherever possible or be able to be contacted remotely.

Pupil Premium

Staff are responsible for:

- Keeping weekly contact with Pupil Premium families.
- Reporting any non-contact to SLT/Mrs C Shirley.
- Ensuring suitable support is given to their Pupil Premium students.

Pupil Premium lead is responsible for:

- Tracking all contact with Pupil Premium families.
- Reporting any concerns to the DSL.
- Ensuring all families receive any FSM vouchers they may be entitled to.
- Supporting the families with their mental health and wellbeing.
- Liaising with outside agencies to ensure families are in receipt of the support they are entitled to.

Admin staff are responsible for:

- Issuing FSM vouchers using Edenred systems
- Reporting voucher issuing to Pupil Premium lead.

Pupils and Parents

Staff can expect pupils to:

- Try their best to complete at least some of the activities provided on a daily (weekday) basis

- Do some reading (or listen to some reading) every day
- Seek help if they need it from adult(s) at home
- Have fun.

Staff can expect parents to:

- Support their child(ren) as best they are able given their own home circumstances, health and work commitments etc
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff
- Confirm that they are happy for their child's work to be uploaded to the school's Tapestry or E-Schools pages.

Governing Body

The Governing Body is responsible, including as advised by the DfE, for:

- Supporting staff and pupil wellbeing
- Being pragmatic about what is covered in virtual meetings by prioritising urgent, time bound decisions only
- Keeping monitoring to a minimum by focusing on safeguarding, health and safety, headteacher and staff wellbeing and (to a lesser extent) the school's approach to providing remote learning for pupils
- Directing any approaches by parents made to them directly or indirectly to the school via email to admin2056@welearn365.com.
- Determining how to handle statutory procedures during a period of enforced closure such as grievance and disciplinary panels, exclusions, complaints and admission appeals, noting that:
 - Exclusions – the DfE has clarified that the statutory timeframes for considering exclusions are still in effect but that the regulations already anticipate that these timeframes cannot always be met.
 - Complaints - the DfE has updated their guidance for school's complaints policies to provide that new or existing complaints should not be handled whilst schools are closed. If a school is closed during the enforced closure period, the Executive Head teacher should write a response to outline the school's position and explain that the school is unable to follow its usual complaints process until school has reopened.

Who to contact

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

- Issues in setting work – contact the SLT, Teachers, SENDCO or Executive Head teacher.
- Issues with behaviour – contact the SENDCO or Executive Head teacher.

- Issues with IT – contact the Executive Head teacher or the Warwickshire ICT Service Desk.
- Issues with their own workload or wellbeing – contact their line manager or Executive Head teacher
- Concerns about data protection – contact the Executive Head teacher who will liaise with the data protection officer
- Concerns about safeguarding – contact the DSL as set out within the school’s Child Protection Policy

If parents have any concerns above and beyond the acknowledgement of work by the class teacher, then they should contact the Executive Head teacher or a member of SLT at school via admin2056@welearn365.com.

Data Protection

Accessing personal data

When accessing personal data, all staff members will:

- Only use their official school email account and never use personal messaging systems
- Connect to the school network using only a school remote desktop connection to work with any personal data to ensure that no data actually leaves the school premises.

Sharing personal data

Staff members are unlikely to need to collect and/or share personal data. However, if it does become necessary, 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 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
- 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

We will continue to follow the statutory safeguarding guidance, Keeping Children Safe in Education. We will always have regards for these important safeguarding principles:

- The best interests of children must come first,
- If anyone has a safeguarding concern about any child, they should act on it immediately,
- A designated safeguarding lead or deputy should be available at all times,
- Children should continue to be protected when they are online.

All staff and volunteers must continue to act on any concerns they have about a child following our Safeguarding Policy and immediately share these through CPoms. If completing a green form, the member of staff must contact the DSL immediately.

All staff and volunteers must continue to act on any concerns about the professional conduct of a staff member or volunteer. They should follow our Whistleblowing policy and report any concerns immediately to the Executive Head Teacher.

The school will maintain contact with children who are at home. Staff will try to speak directly to children at home to help identify any concerns. They will use school phones and devices to make calls home, or if necessary they will use personal phones but they will withhold their personal numbers. Class teachers will keep a weekly register to monitor which children and families they have had regular contact with and identify children where no contact has been made.

Monitoring arrangements

This policy will be reviewed annually by the Senior Leadership Team. At every review, it will be approved by the Governing Body.

Links with other policies

This policy is linked to the school's following policies:

- Behaviour Policy
- Child Protection Policy
- Data protection policy and privacy notices
- Online Safety and Acceptable Use Policy
- Staff Code of Conduct
- Online Learning Agreement