

# Remote learning policy

## Smallwood CE Primary Academy



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### 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
- Ensure that 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/national lockdown.

### 2. Roles and responsibilities

#### 2.1 Senior Leaders

Alongside any teaching responsibilities, senior leader 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 remote learning, then the Senior Leadership Team will take direct responsibility for this. If this is the case, home learning provision and systems may need to be adapted so that school leaders can continue to manage their leadership roles while carrying out remote learning for the class.

#### 2.2 Designated Safeguarding Lead

The DSL is responsible for:

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

#### 2.3 Teachers

When providing remote learning, teachers must be available between 9.00am and 3.30pm on their working days.

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:

- Teachers will provide daily learning for their current class. The amount of work they need to provide is daily Maths and English plus 3-4 lesson for foundation subjects each week. Daily phonics will be planned for EYFS and KS1 and Guided Reading for KS2.
- Teachers will use resources provided by the Oak National Academy, White Rose Maths, Education City and BBC Bitesize along with other online resources to facilitate effective teaching and learning.
- The work will be set weekly.
- Teachers will upload and email weekly learning packs on (and via) the school website. The packs can then be accessed at home, printed by staff who are on site, ready for parents to collect.
- Teachers will outline the work daily via their class page and email.

➤ Providing feedback on work:

- Pupils can email work to their class teachers
- All work submitted will be acknowledged by class teacher or Jo Darlington
- Feedback will only be given where a misconception/common error arises.
- Provide parents with answer sheets for Maths and SPAG activities for self-marking.

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

- In the case of a local/national lockdown or a class bubble self-isolating, Teachers will offer one live lesson input/day plus one Phonics/Guided Reading session/week, via Microsoft TEAMS. Children must have an adult with them. In the case of individual children self-isolating due to contact with a case outside of school, then once daily face-to-face contact to be made after 3.30pm.
- If a child has not appeared in one of the two face-to-face sessions, then a follow-up phone call must be made.
- A daily record of contact must be kept by each class teacher
- Vulnerable pupils must have face-to-face contact daily – in the case of non-attendance, this must be referred immediately to a member of the Senior Leadership Team.
- Emails received from parents and pupils are to be checked between 9am and 3.30pm, Monday – Friday. Teachers should respond to pupil/parent emails as soon as possible.

➤ Jo Darlington: Support in Remote Learning at Smallwood

- 1. Support Class Teachers in delivering remote learning through:
  - - Uploading work onto the class pages on the website
  - - Doing some of the daily 'Face to Face' time with parents
  - - Making follow up phone calls from children who are self-isolating
  - - Daily 'Face to Face' contact with vulnerable children
  - - Provide extra work for children at Greater Depth or lower abilities.

- 2. Be responsible for emailing parents and responding to emails received, on behalf of the class teacher.
  - - Class teachers and parents to cc Jo in on emails
- 3. Email work out to classes on the days that Jo would normally cover the class.
  - - Music
  - - French
  - - Forest School

## 2.4 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9.00am and 3.30pm according to 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 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:
  - To liaise with Class Teacher on any support they can provide
  - To carry out some face-to-face sessions in partnership with the Class Teacher
  - Liaise with class Teachers to support planning and resourcing differentiated learning.
  
- Attending virtual meetings with, parents and pupils:
  - Dress code – all staff to follow the school dress code and the code of conduct.
  - When attending a virtual meeting, Teachers and Teaching Assistants must be in a location with minimal background noise, appropriate background to the screen and to ensure that parents are present for any one-to-one meetings. A group meeting with 2 or more than children is preferred.

## 2.5 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
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Monitoring the remote work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

## 2.6 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

- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

Insert details, such as:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it – if you know of any resources staff should point parents towards if they're struggling, include those here

## 2.7 Governing board

The governing board is responsible for:

Insert details, such as:

- 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 – talk to the relevant subject lead, SENCO or Iestyn Lewis
- Issues with behaviour – talk to the Class Teacher or Iestyn Lewis
- Issues with IT – talk to Julia Priest or Iestyn Lewis
- Issues with their own workload or wellbeing – talk to Iestyn Lewis
- Concerns about data protection – talk to the data protection officer, Karen Blears and Karen Armstrong
- Concerns about safeguarding – talk to the DSL – Liz Watts and Iestyn Lewis

## 4. Data protection

### 4.1 Accessing personal data

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

- Teachers are able to access parent contact details remotely on staff share or via the school office. Contact details not to be shared with third parties
- School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils and for any online face-to-face sessions.

### 4.2 Processing personal data

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

### 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

Please refer to the Child Protection and Safeguarding Policy.

## 6. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the Government by Iestyn Lewis. At every review, it will be approved by the Governing Body.

## 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