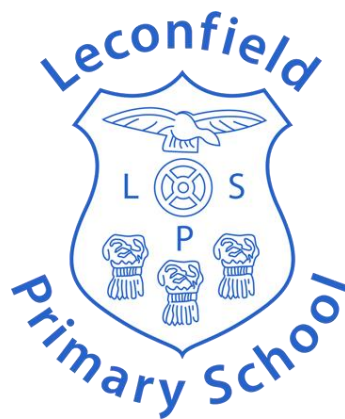


# Remote Learning Policy

## Leconfield Primary School

Leconfield Primary School



<b>Approved by:</b>	Full Governing Body	<b>Date:</b> 20 <sup>th</sup> March 2023
<b>Last reviewed on:</b>	September 2020, December 2021, February 2022, February 2023	
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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

## 2. Roles and responsibilities

### 2.1 Teachers

Remote learning activities will be set if classes are not in school for extended periods of time for example, emergency school closure. Our expectation is that remote learning should be completed unless children are unwell. In exceptional circumstances, remote learning may be set for small groups or individuals who are not able to attend school. These instances will be judged on a case by case basis by SLT and governors.

When providing remote learning, teachers must be available between 8.45am and 3.30pm if they are not teaching 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. (Report to main office and headteacher via phone call)

When providing remote learning for a whole class, teachers are responsible for:

- › Setting work for their own class to include a maths session, an English session and a 'topic' session for each day
- › Work should be set for the day or week ahead (whichever is most appropriate) and sent out, using Google Classroom, each morning by 9.00am

If providing remote learning for individuals or small groups, teachers are responsible for:

- › Setting work for children in their own class to include a maths activity, an English activity and a 'topic' session for each day
- › Work should be set for the day or week ahead (depending on length of expected absence)

In all cases, teachers are responsible for:

- › Teachers can ask for work to be submitted via Google Classroom
- › School planning will be followed as far as possible
- › Teachers will make adaptations for pupils on the SEN register to match their targets and EHC Plans
- › Teachers will make brief comments to acknowledge completed work via Google Classroom and seesaw
- › Teachers will give brief feedback on completed work via Google Classroom and seesaw
- › Teachers will monitor who is accessing and completing work and will inform the school office if any families might benefit from borrowing a Chrome Book from school to help them with their learning
- › In the first instance, teachers will keep in touch with pupils and families via seesaw.
- › If absence is prolonged (longer than 2 weeks) teachers will attempt to contact families by phone call. Teachers should use school phones and record details of any conversations using CPOMS. Any concerns or information should be passed on the SLT immediately.
- › Teachers may also set up Google Meets for their classes. If hosting a Google Meet, there should be two adults present at the meet. This can be remotely. Teachers will dress appropriately for virtual meetings and are responsible for ensuring backgrounds are appropriate and there is no background noise.
- › There is no requirement or expectation for teachers to respond to emails or seesaw comments outside of work hours.

- › If a teacher receives a complaint or concerns are shared by a parent or child, the usual protocol should be followed. i.e. for child protection this should be logged on CPOMS immediately and the DSL / Deputy DSL should be informed. If either the DSL or deputy DSL are not available, the Safeguarding Hub should be contacted by the teacher. If a parental complaint is made, the Head should be informed immediately and this should also be recorded on CPOMS.
- › Teachers should monitor what work is completed and, if a child is not completing tasks they should, in the first instance, send out a reminder via seesaw. If the work remains uncompleted, a phone call to parents to find out if any support is needed is appropriate. Parents should be reminded that they need to support children to complete remote learning activities. If work is still not accessed or completed the SLT should be informed.

## **2.2 Teaching assistants**

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

- › Attending virtual meetings with teachers, parents and pupils
- › If attending a Google Meet, there should be two adults present at the meet. This can be remotely. TAs will dress appropriately for virtual meetings and are responsible for ensuring backgrounds are appropriate and there is no background noise.

## **2.3 SENCO**

Alongside their teaching responsibilities, SENCOs 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
- › Monitoring the remote work set by teachers in their subject (class teachers will share planning for SEN with the SENCO)
- › Alerting teachers to resources they can use to support SEN children remotely

## **2.4 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 meetings with teachers, feedback from parents and reviewing work set
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## **2.5 Designated safeguarding lead**

The DSL is responsible for:

- › Reporting concerns raised by staff, parents or children in line with school policy
- › Ensuring appropriate paperwork is completed and submitted in a timely manner

## **2.6 IT**

IT issues will be reported to the school's IT support company (Primary Tec) in line with normal procedures. Staff submit a ticket electronically or can contact the company via phone call.

## **2.7 Pupils and parents**

Staff can expect children learning remotely to:

- › Be contactable during the school day – although this may not always be possible if parents are also working from home and need phone lines
- › 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
- › Seek help from the school if they need it (borrowing a chrome book etc.)
- › 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 following individuals:

- › Issues in setting work – talk to SLT or SENCO
- › Issues with behaviour – talk to SLT
- › Issues with IT – talk to Primary Tec
- › Issues with their own workload or wellbeing – talk to Head
- › Concerns about data protection – talk to Sue Ironside
- › Concerns about safeguarding – talk to the DSL (Elaine Allanson) or Deputy DSL (Katie Tracey)

## **4. Data protection**

### **4.1 Accessing personal data**

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

- › Use the remote working arrangements for staff
- › Staff laptops, provided by the school, may be used to access data. Personal devices will not be used.

### **4.2 Processing personal data**

Staff members may need to collect and/or share personal data such as email addresses 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)
- › Making sure the device locks if left inactive for a period of time
- › Not sharing the device among family or friends
- › Keeping operating systems up to date – always install the latest updates

## 5. Safeguarding

Safeguarding procedures should be followed at all times. The most recent safeguarding policy can be found on the staff shared area.

## 6. Monitoring arrangements

This policy will be reviewed every two years or sooner as guidance and circumstances dictate by the Head. At every review, it will be approved by the full governing board.

## 7. Links with other policies

This policy is linked to our:

- › Behaviour policy
- › Child protection policy and coronavirus addendums to our child protection policy
- › Data protection policy and privacy notices
- › Home-school agreement
- › ICT and internet acceptable use policy
- › Online safety policy

## 8. Plan for remote Learning

### Plan for Remote Teaching & Learning

Scenario	Actions
A child is isolating because they have COVID-19 but are well enough to work Or A child is isolating because their parents are unwell with COVID-19	From 2 <sup>nd</sup> day of absence Upload work on Google Classroom by midday Continues until pupil returns to school
A whole bubble is isolating	From 2 <sup>nd</sup> day of absence Upload work on Google Classroom by 9.00am 1 x maths, 1 x English & 1 x topic session per day 2 x Google Meet with class teacher (unless teacher is ill. If possible, another member of staff will lead the Meet although this may not be practical if there are issues with illness) Continues until bubble returns to school
Local Lockdown / National lockdown	From 2 <sup>nd</sup> day of absence Upload work on Google Classroom by 9.00am

	<p>1 x maths, 1 x English &amp; 1 x topic session per day</p> <p>2 x Google Meet with class teacher (unless teacher is ill. If possible, another member of staff will lead the Meet although this may not be practical if there are issues with illness)</p> <p>Continues until end of lockdown</p>
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What will the work include?	<p>Daily work set will include:</p> <p>Maths</p> <p>English e.g. reading, GPS, writing</p> <p>Topic</p>
What form will work take?	<p>Work set may include:</p> <p>Written work and tasks / activities online</p> <p>This may be presented as:</p> <p>Slides created by the teacher</p> <p>Lessons from Oak Academy</p> <p>Lessons from White Rose Maths</p> <p>Activities from Educations City, TTRS, Oak Academy, 2Simple, Purple Mash etc.</p>