Remote Learning Policy 2020-21

Version 1.0

Virtual Learning Policy 2020-21

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Rationale:

Remote Learning

This policy covers the school's responsibility to provide structured learning for children and their families to access remotely. The policy will apply in the event where a child/children are prevented from attending school, due to a Covid-19 related issue.

Virtual Learning

This policy will also cover instances where a class teacher is absent from school, or indeed when a 'bubble' is told to isolate way from school, following advice from Public Health England.

Policy Agreed: October 2020   Review Date: October 2021
Reviewed: January 2021

Contents

1. Aims

The **Remote Learning Policy** for staff aims to:

> Ensure consistency in the approach to remote learning for pupils who are not 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.

The **Virtual Learning Policy** goes further and also aims to:

> Ensure that virtually accessed education is integrated, so it is an essential part of the school curriculum in the case of a local lockdown or where a school 'bubble' is instructed to isolate for 14 days.

> Set out expectations for all members of the school community with regards to **Virtual Learning**

2. Roles and responsibilities

2.1 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

> Co-ordinating both the remote and virtual learning approach across the school.

> Monitoring the effectiveness of remote/virtual learning.

> Monitoring the security of these learning systems, including data protection and safeguarding considerations

> If the class teacher is unwell and unable to lead virtual learning, then non-class-based teachers and/or Senior Leadership team will take direct responsibility for ensuring that the children are provided with suitable remote learning or indeed a combination of remote and virtual learning where possible.

2.2 Designated safeguarding Lead/s

The DSL is responsible for: Safeguarding concerns, including those related to both Remote and Virtual Learning scenarios. Please refer to Child Protection and Safeguarding Policy.

2.3 Teachers

When providing **Remote Learning**, teachers will still be attending school and working remotely, teaching their usual timetable. Teachers will make contact with children learning remotely via email and telephone where appropriate.

When providing **Remote Learning**, teachers are responsible for:

> Setting work:

   o Teachers will create and set work in line with the national curriculum objectives for each year group, using the school's curriculum maps.

   o Teachers may also use resources provide by the Oak National Academy, White Rose Maths and other trusted providers, as well as other resources identified by school curriculum leaders.

   o The work will be set in advance and posted the evening before at the latest.

   o The work will be uploaded the online learning platform- Seesaw

> Providing feedback on work:

- o Pupils are encouraged to share their learning via Seesaw. Regular feedback will be provide by the teacher at least daily.

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

- o In the case of a child being instructed to isolate due to Covid-19 contact will be maintained via email and/or telephone.

- o **Any concerns should be recorded on My Concern and DSL's alerted**. Urgent safeguarding concerns must be alerted by phone call and/or CHAD contacted (01305 228558)

- o Emails received from parents and pupils are to be checked between 8.30am and 3:30pm, Mon-Fri.

- o Teachers should respond to pupil/parent emails within 24hours of receipt of email (excluding evening and weekends).

When providing **Virtual Learning**, teachers must be available between 8:30am and 3:30pm on their working days (*not including a suitable lunch break*).

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 Virtual Learning, teachers are responsible for:

> Setting work:

- o Teachers will provide learning for their current class using the online learning platform- Seesaw, and Zoom. The amount of work they need to provide daily is 3 hours for Key Stage 1 and 4 hours for Key stage 2. This will be provided with two live streamed lessons, plus learning set on Seesaw

- o Daily phonics lessons will be planned and live streams made available for Y1 and EYFS.

- o Teachers will continue to set lessons based upon the school's curriculum and will be able to use resources provide by the Oak National Academy, White Rose Maths and BBC Bitesize, as well as other resources identified by school curriculum leaders to support this.

- o The work will be set daily

- o Teachers will host the live stream lessons twice a day via Zoom. One lesson will have an English focus and the second a maths input.

> Providing feedback on work:

- o Pupils will upload work to Seesaw. All work submitted will be acknowledged by the class teacher.

- o Feedback will be given for English and Maths on an individual, group or whole class basis.

- o Feedback will be age appropriate and shared in a timely manner.

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

- o In the case of a national or local lockdown, Teachers will be in contact with the children daily via zoom or Seesaw. For any children not engaging with this, telephone calls and emails will be sent daily until contact is made.

- o **Any concerns should be recorded on My Concern and DSL's alerted**. Urgent safeguarding concerns must be alerted by phone call and/or CHAD contacted (01305 228558)

- In the event of a self/class bubble isolation, communication will be via email and Microsoft Teams or Zoom. If there has been no communication from either a parent or child by start of day 3 of lockdown/self-isolation period starting, teacher or SLT member will call parents/pupils.
- Vulnerable pupils who are not in school will be contacted weekly via email or telephone call- CP/EHCP/identified pupils, this will be done by class teacher, SENCO/DSL.
- Emails received from parents and pupils are to be checked between 9am and 3:30pm, Mon- Fri.
- Teachers should respond to pupil/parent emails within 24hours.

> Attending virtual meetings with staff, parents and pupils:

- Staff who are unable to be onsite are still expected to attend usual staff meetings via Zoom on the working days.
- When meeting, it is expected that the staff find a suitable place to hold the meeting, avoiding noise or unnecessary distractions. Staff must also be aware of their surroundings when on camera and must follow the **Covid-19 Safeguarding and Child Protection Policy** – Appendix 1 of the Child Protection Policy – at all times.

2.4 Teaching assistants

When assisting with **Remote Learning**, Teaching Assistants will work under the direction of the class teacher.

When assisting with **Virtual Learning** from home, teaching assistants must be available during their normal working hours. (except for a suitable lunch break)

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 **Virtual Learning**, teaching assistants are responsible for:

> Supporting pupils who aren't in school with learning '**virtually**'

- When requested by the SENCO.
- Will liaise with class teachers to support planning and resourcing differentiated learning.

> Supporting pupils who are in school

- In the instance of a class teacher isolating, but not the pupils, Teaching Assistants may be required to support in-class learning and supervision under the direction of the class teacher (virtually), the SENCO or members of Senior Leadership.

2.5 Pupils and parents

Staff can expect pupils to:

- Be contactable during the hours of the school day 9am – 3pm – although they may not always be in front of a device the entire time
- Seek help from teachers if they need it.
- Alert teachers if they are not able to complete work

Staff can expect parents to:

- Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff

2.6 Governing Committee

The governing committee 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 the relevant subject lead or SENCO/ Line Manager
- Issues with behaviour – talk to the Headteacher/Assistant Headteacher
- Issues with IT – contact Trailblaze IT: http://helpdesk.academyit.cloud/secure/Dashboard.jspa
- Issues with their own workload or wellbeing – talk to the Headteacher/Assistant Headteacher
- Concerns about data protection – talk to the Headteacher/Assistant Headteacher
- Concerns about safeguarding – talk to the DSLs

4. Data protection

4.1 Accessing personal data

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

- All staff have access to My Concern to record any parent contact or concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party.
- Teachers are able to access parent contact details via SIMS using a Remote Desktop and secure password. Do not share any details with third parties and ensure SIMS/Remote Desktop is logged off.
- School laptops and iPads 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 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)
- 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

- o Installing antivirus and anti-spyware software

- o Keeping operating systems up to date – always install the latest updates

5. Safeguarding

Please refer to the Child Protection Policy, Procedure and Guidance 2020-21 Document and the COVID Safeguarding and Child Protection Policy (Appendix 1).

6. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government by Ann Clark and/or Senior Leadership.

7. Links with other policies

This policy is linked to our:

- o Behaviour policy

- o Child protection policy

- o Data protection policy and privacy notices

- o Home-school agreement

- o ICT and internet acceptable use policy

- o Online safety policy