

Remote Learning Policy And Offer

Leverton Primary School



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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

When providing remote learning, teachers must be available between 9am and 3pm

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

- For their class (or year group if the team teacher is ill)
- To cover English, Maths, Science and other subjects in the national curriculum
- Some of the learning will be planned and prepared between 3pm and 5pm the day before it is to be done by the children
- It will be uploaded to Seesaw and all pupils are expected to do this work each day unless unwell
- Pupils can message teachers via Seesaw and talk to children via (invited only) lessons / meetings on Zoom
- Teachers must upload at least three hours of work (on average) per day for KS1 and EYFS and four hours (on average) per day for KS2. This is likely to be English, Maths, Reading and Topic but will be part of a broad and wide curriculum.
- Teachers will offer at least two Zoom meetings a week for engagement and learning of SMSC and PSHE as well as offering an opportunity for children to see and speak to each other and their teacher,
- Teachers will provide at least one pre-recorded message within other prepared lessons per day eg to explain work using a Loom video.
- Teachers will provide a variety of resources eg own resources, BBC learning resources, Oak Academy and White Rose Maths.

Providing feedback on work –

- Pupils can photograph work and upload it to Seesaw or work directly online and upload it
- Teachers and Teaching Assistants will be available from 9am – 3pm to support any work
- All work will be commented on within 48 hours using written feedback or video comments within Seesaw.
- When teachers identify mis-conceptions, they will organise a small catch up group or give individual feedback or whole class teaching of the subject again. This could be pre-recorded or on Zoom.

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

- All communications will take place over Seesaw, Seesaw or Zoom, or telephone calls to parents / carers.
- These will be private messages when children need specific support or invitation only meetings with private links via Seesaw or private telephone calls being made in school.
- If any 1:1 work online is taking place, parents / carers are expected to be in the room for safeguarding purposes for both pupils and staff
- Teachers are not expected to be available to comment after 3pm as they are expected to prepare work for the next day by 5pm. This may be based on misconceptions from the previous day.
- If there are concerns, these must be addressed first by private Seesaw message to the class teacher.
- All children are expected to complete work whether in school or at home unless unwell. Parents will be phoned if work is not completed or is not of an acceptable or appropriate standard for that child.

If teachers are working in school, the Learning Assistant or team teacher may cover the responsibilities above during this time.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available for their usual working 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:

- Supporting any child based on the teacher's requirements
- Providing written explanations and encouragement

If teaching assistants will also be working in school, the other LSA from that year group may be asked to support the other class' children.

2.3 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

2.4 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 regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents and following updated guidance from the DfE, Essex or Ofsted

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

Ensuring all legal agreements are in place for devices lent out

2.5 Designated safeguarding lead

The DSL is responsible for maintaining all safeguarding during this time alongside the other DSPs:

2.6 IT staff

IT staff are responsible for:

Fixing issues with systems used to set and collect work

Helping staff with any technical issues they're experiencing

Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

Assisting teachers and LSAs with accessing the internet or devices

Preparing any devices which are to be lent to vulnerable families with no (or only one small) device

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

Be contactable during the school day – although we do not expect they will always be in front of a device the entire time

Complete work to the deadline set by teachers

Seek help if they need it, from teachers or teaching assistants

Alert teachers if they're not able to complete work

To know that there is the opportunity to change books (EYFS, Y1 and Y2) fortnightly and to read at least three times a week either on their own or with an adult.

Y3-Y6 must use Reading Eggs or their own books at least three times a week.

To use all opportunities for remote learning eg TTRockstars, Mathletics and Reading Eggs three times per week

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 – if you know of any resources staff should point parents towards if they're struggling, include those here

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 the relevant subject lead or SENCO

Issues with behaviour – talk to the SENCO or SLT

Issues with IT – talk to Lynn Ferris who will contact Cablers

Issues with their own workload or wellbeing – talk to your line manager

Concerns about data protection – talk to the data protection officer via Lynn Ferris

Concerns about safeguarding – talk to the DSL – Amanda Beggs

4. Data protection

4.1 Accessing personal data

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

Access Seesaw and SharePoint for all work

Use a school laptop / tablet if possible

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as colleagues' 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 any memory stick is encrypted – this means if the device is lost or stolen, no one can access the files stored on the 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

Using SharePoint to discuss work and to keep resources

5. Monitoring arrangements

This policy will be reviewed every month by the SLT. At every review, it will be approved by the headteacher.

6. Links with other policies

- This policy is linked to other policies :
- Behaviour policy and coronavirus addition
- Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy
- Code of Conduct