

# Remote learning policy

## Woodhouse Community Primary School



<b>Approved by:</b>	Governing body	<b>Date:</b> October 2020
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<b>Last reviewed on:</b>	
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<b>Next review due by:</b>	September 2021
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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

It will be the responsibility of the class teacher to set the work and both the teachers and the teaching assistants can give feedback.

If the teacher of the class is poorly, it will be down to a member of SLT to set the tasks.

As this is a new way of working, this policy will be amended regularly by HT / DHT to fit with our school context. A new copy will be emailed out to all staff with any changes or adaptations made.

### 2.1 Teachers and Teaching Assistant

When providing remote learning, teachers must be available between the school day working hours 8 – 4pm.

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; a call to Rachael or Vicky before 7.30am on the first day of sickness.

When providing remote learning, teachers are responsible for:

- Setting work – one literacy, numeracy and a foundation subject task each day (this will ensure all foundation subjects are covered once a week,)
  - Teachers are to liaise with teaching assistants for the work that can be sent home for groups teaching assistants work with.
  - Staff will set those daily tasks but they are encouraged to remind children / parents about the other apps to support learning: My On, Spelling shed, Accelerated Reader, which would normally be used for homework.
  - The daily tasks needed to be uploaded the day before, before 4.30pm.

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- Whenever a child / bubble is self isolating, there will be an expectation from class teachers to use the self isolation tracker (365) to keep a log. Teachers need to let SLT know of any families not engaging for SLT to then chase that up.

#### ➤ Providing feedback on work

- There is an expectation that teachers comment on at least one item of work per week per child to give feedback but also praise home learning.
- This feedback can be done via Dojo, on the child's portfolio or through direct message. Anything negative that needs to be discussed needs to be done over the phone.
- Please ensure the work is always dated and make it know to children which pieces of work set are compulsory and which ones are optional.

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

- If children are self-isolating, there is an expectation that they are expected to make regular contact, and how they should do that if so (e.g. what medium or platform to use, like emails, phone calls or social media)
- There is an expectation for staff to keep in contact with parents on dojo however this is only during school hours. There is no expectation on an evening and during weekends. Staff are more than encouraged to switch the 'out of hours' on Dojo should they wish to do so. Mrs Smith and Mrs Curry will remain contactable for any urgent issues arising out of school hours.
- If any parents wish to complain or have issues, they are to be directed to either Mrs Curry or Mrs Smith.
- If a child is failing to work, please send an encouraging message to both child and parents. If this fails, as the class teacher please call and discuss any problems / issues which may be the reason why. If still no engagement, please pass over to either Mrs Curry or Mrs Smith.

#### ➤ Attending virtual meetings with staff, parents and pupils – (Currently this is not something we promote.) However if required

- Staff will be required to follow the same dress code that is expected when in school teaching.
- Where possible, please locate somewhere quiet (e.g. avoid areas with background noise, nothing inappropriate in the background)

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## **2.2 Teaching assistants**

When assisting with remote learning, teaching assistants must be available between their normal working hours that they would adhere to 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.

When not in school, teaching assistants should support the class teachers and SLT doing jobs as much as possible, such as prepping resources, seeking further CPD, etc.

## **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 –Mrs Curry
- Monitoring the effectiveness of remote learning (this is why it is so important to keep the self isolation tracker up to date.)
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

## **2.5 Designated safeguarding lead**

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The DSL's are responsible for following up any incidents logged on CPOMS from school staff. DSL's also have the responsibility to ensuring information that needs to be shared is done so confidentially yet effectively to the correct members of staff.

## **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
- 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

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

## **2.7 Governing body**

The governing body 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 – Subject lead or SENCO
- Issues with behaviour – Mrs Curry or Mrs Smith

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- Issues with IT – Mrs Connor or log an action for Jason Glazier
- Issues with their own workload or wellbeing – Mrs Curry or Mrs Byrne
- Concerns about data protection – Mrs Curry or Linda Nicholls
- Concerns about safeguarding – Kirsty, Mrs Smith or Mrs Curry

## **4. Data protection**

### **4.1 Accessing personal data**

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

- Use 365 only. Nothing to be carried to and from school containing children / family personal information on a hard drive / memory stick.
- Any data saved to devices such as laptops need to be a school laptop not personal ones.
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### **4.2 Processing personal data**

- Staff can take class lists home with names only.
- Staff are not to give their email address out. Any emails need to be sent to and from the school email address.

### **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
- Not leaving the device in a car or other vehicle unattended.

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- Keeping the device in a safe secure place at all times

## **5. Safeguarding**

Our safeguarding policy is available on 365. Even during remote learning, all staff have a responsibility for safeguarding and all procedures need to be followed as normal.

## **6. Monitoring arrangements**

This policy will be reviewed termly or after a bubble has been closed and children are expected to remote learn. It will be reviewed and updated by Mrs Smith and / or Mrs Curry. At every review, it will be approved by the Chair of Governors and full Governors yearly.

## **7. Links with other policies**

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Covid 19 Risk Assessment
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy

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