

# KINGSLEA PRIMARY SCHOOL

January 2020

## Remote Learning Policy

### 1. Aims

This 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 guidance for data protection.

### 2. Roles and responsibilities

#### 2.1a In the event of a bubble closure or whole school closure due to local or national lockdown

Teachers must be available to work as usual. If they are 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 reporting procedures by following the Staff Sickness Absence Policy. If it affects the completion of any work required, ensure that arrangements have been made firstly with the Headteacher and then your year group colleague.

Teachers are responsible for:

- Ensuring they can access the server remotely.
- Running their class Teams and or Tapestry page – including setting work for your class and responding to the work handed in by children.
- Creating a weekly timetable set at least a week in advance with year group partners whereby your year group's curriculum is followed as best as possible. This must include three daily lesson activities (maths, English, non-core). Phonics, spelling and grammar activities are included in some English lessons. A range of subject non-core/learning journey lessons will be included across the week or half term.
- Strongly encouraging reading, for example by recording videos of the year group teachers or phase leader reading book chapters. Teachers are to use Oxford Owl to assign appropriate and challenging material.
- Setting work the afternoon before the activities are to be completed (incl. Friday afternoon for the next school Monday)
- Ensuring children have continued interaction with the teacher ranging from assemblies, small group sessions, phone calls home to speak to the parents and children and responding to children's work on Teams or Tapestry.
- Commenting on children's work and offering constructive feedback where appropriate. At least one piece of work a week will have individual personalised comments on it. All work will be acknowledged with at least an emoji or a short phrase.
- Creating online resources to support lessons throughout the week. An example of these may be pre-recorded videos by the class teachers, Oak National Academy resources.
- Calling parents if pupils are showing a lack of engagement in the work set online.

- Reporting concerns to the Vulnerable Pupils Team and updating CPOMS with any concerns so that the wider team are kept up to date with any issues, tagging siblings so other teachers are aware. Communication between teachers of the same family is important to ensure we're not overwhelming families with communication.

- Referring parents to contact the school office where any parent has contacted the teacher directly. Personal and work email addresses of teachers **must not** be given to parents in any circumstance.

- If critical worker children are required to be in school, some staff may be responsible for running 'critical worker bubbles' (number dependent on the number of critical worker children). The set up and staffing of these bubbles will depend on the national, local and school circumstances e.g. nature of the lockdown, local guidance or staffing levels. The critical worker children will each be following the tasks set by their teacher and the staff members that are assisting in school will be required to offer support to these children with their work and any other needs.

- Attending any meetings required by the school i.e. staff meetings and parents' evenings.

### **2.1b In the event of individual pupil self-isolation when their class is in school – SLT responsibility**

- 10 day plans are put together that can be accessed on the school website.

- These plans are put together from the high-quality pre-recorded lessons from Oak National Academy and other online sources and will follow our curriculum as closely as possible.

- For each of the 10 days that a child is at home isolating, we provide a maths lesson, a literacy lesson, and a set of afternoon lessons that encompass all other taught subjects.

### **2.2 Teaching Assistants**

When assisting with critical worker bubbles, remote learning or admin support remote learning, TAs/LSAs must be available during their normal working hours. During this time, they are expected to check work emails and be available when called upon to support the children with their learning. If they are 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 reporting procedures by following the Staff Sickness Absence Policy.

TAs/LSAs are responsible for the following:

- Supporting pupils in critical worker bubbles with learning remotely
- Supporting pupils with learning remotely when requested by the class teacher
- To attend any meetings required by the school - these could be virtual meetings.

### **2.3 Subject leads**

Alongside their teaching responsibilities, subject leads are responsible for:

- Supporting teachers with setting relevant online learning.
- Alerting teachers to resources they can use to teach their subject remotely.
- Developing their subject further as per their action plans and from discussion with the curriculum team

### **2.4 Members of the leadership team**

Alongside any teaching responsibilities, leaders are responsible for:

- Supporting other year groups with remote learning approach across the school.
- A designated leader will monitoring the effectiveness of remote learning through regular checking of Teams. Regular meetings / communication will take place with all staff, reviewing work set and work completed by the children.

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

### **2.5 Designated safeguarding lead**

The DSL and Deputy DSLs are responsible for:

- Monitoring contact with and engagement from vulnerable families each week.
- Keeping a log on CPOMS of who has been phoned and any actions taken as a result of the phone call.
- Liaising with the Vulnerable Pupils Team to ensure all information is gathered, discussed and acted upon, logging discussions from the VPT meetings on CPOMS.

## **2.6 IT staff**

IT staff are responsible for:

- Ensuring the smooth running of systems used to set and collect work.
- Ensuring the smooth running of the remote server.
- Helping staff with any technical issues they are experiencing.
- Reviewing the security of the remote systems used and flagging any data protection breaches to the data protection officer.

## **2.7 Pupils and parents**

Staff can expect pupils learning remotely to:

- Be contactable during usual school hours– although it is recognised they may not be in front of their device the entire day.
- Seek help if they need it from teachers or TAs/LSAs.
- Alert teachers if they are unable to complete work.
- Use the lesson videos for the purpose in which they have been sent and not share with others online. Any misuse will be investigated.

Staff can expect parents to:

- Contact the office directly and not a teaching member of staff.
- Seek help from the school if they need it.
- Be respectful when highlighting any concerns they have.
- Use the lesson videos for the purpose in which they have been sent and not share with online. Any misuse will be investigated.

## **2.7 Governing body**

The governing board, through the remote education 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/JP/AC
- Issues with behaviour – talk to SEND Team/AC.
- Issues with IT – talk to the IT Technician.
- Issues with their own workload or wellbeing – talk to AC
- Concerns about data protection – talk to the data protection officer (TH) or AC
- Concerns about safeguarding – talk to the DSL or any Deputy DSL.

## **4. Data protection**

### **4.1 Accessing personal data**

When accessing personal data at home, all staff members will:

- Ensure that CPOMS is logged out after use. Do not allow access to the site to any third party.
- Access the remote server, which is password protected. Ensure it is logged out of after use.
- Ensure Teams and Tapestry is logged out of after use.
- Use school laptops, school approved laptops and iPads, or the remote server when accessing personal information about pupils at home.

#### **4.2 Sharing personal data**

- Staff are to collect as little personal data as possible online.
- Staff are not to share any personal data online.

#### **4.3 Keeping devices secure**

All staff members will take appropriate steps to ensure their devices remain secure. Some of these will apply only if it is your personal device. 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.
- Installing antivirus and anti-spyware software.
- Keeping operating systems up-to-date – always install the latest updates.

### **5. Safeguarding**

Where children are being asked to learn online at home, our school will review the guidance issued by the Dept. for Education to support our schools to do so safely: Safeguarding and Remote Education, and the guidance issued by the Local Authority.

We recognise that there is a substantial amount of support available for remote education contained within Annex C of Keeping Children Safe in Education 2020, which we will review for suitability for our setting.

This links to our updated safeguarding policy.

### **6. Monitoring arrangements**

This policy will be reviewed as and when updates to home learning are provided by the government.

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

This policy is linked to our:

- Behaviour policy
- Child protection policy,
- Data protection policy and privacy notices
- ICT and internet acceptable use policy