

# Bicton C.E. Primary School and Nursery

*Learning for a Lifetime*



## REMOTE LEARNING POLICY

This Policy was implemented in September 2020 and **updated in January 2021.**

Next review due: September 2021

Signed:

A handwritten signature in black ink, appearing to be "A. Brown".

Head teacher

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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 will be available between:

- **9:00 – 3:00pm** for any live link ups that they have arranged via Microsoft Teams

Teachers will respond to emails received during the school day after 3:15pm, if they are still in school and have been teaching during the day. If teachers are providing remote learning from home e.g. if their bubble is self-isolating, they may respond to emails during the school day.

If teachers 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 absence procedure (text the Head teacher by 7:30am of the first day of absence or the previous evening where possible.)

When providing remote learning, teachers are responsible for:

- **Setting work:**
  - Providing a daily Maths and English task for their class, in addition to learning in foundation subjects, in line with the current class weekly timetables.
  - The amount of work will be age-related with objectives closely matched to what the other children are doing in school.
  - Work will be set for 9:00am where teachers are notified the previous day of a child needing to self-isolate. If a child leaves part way through a school day, then work will be available by 9:00am the following day. Otherwise, work will be set as soon as teachers are able to do so. **From January 2021, daily assignments are scheduled and are available by 9:00 am.**
  - **Weekly timetable (Willow) / assignments (KS1 and KS2)** should be uploaded to Microsoft Teams / Tapestry.
  - An option to watch some lessons via Microsoft Teams will be given if the teacher feels this will be beneficial, including sending Teams invitations to children in self-isolation for collective worship. **From January 2021, 2/3 daily Teams meetings are held for children in KS1 and KS2 to discuss the assignments set. These live sessions include discussing new content, asking and answering questions, and addressing misconceptions.**
  - Pupils with limited access to devices should be given the option of collecting paper-based resources from school so that they can still complete the work. **From January 2021, all pupils without access to a device have been provided with / offered the loan of a device from school**

(laptop or iPad) and assignments can be completed on screen without the need for any printing at home.

- For children in Acorns/Willow, remote education will be delivered via Tapestry. A weekly timetable, with links to resources, will be uploaded to Tapestry for children in Willow. Suggested activities for Acorns will be uploaded to the school website.
- Video lessons may be:
  - In the form of live lessons
  - Pre-recorded by the class teacher
  - Pre-recorded for delivery by another teacher/teaching assistant
  - From the Oak National Academy / White Rose Maths websites
  - Teachers may supplement Maths activities from White Rose Maths with additional resources/videos where they feel it is appropriate.
  - Spelling Shed / TTRS - Times Tables Rockstars
  - Another source considered as delivering high quality lessons.

➤ **Providing feedback on work:**

- Completed work from pupils will be shared by parents and carers via Teams or, for Nursery/Reception children, Tapestry.
- Feedback to pupils will be given via Teams/Tapestry/ClassDojo.
- Teachers will make pupils/parents aware which tasks require submitting.
- Teachers and support staff will provide written feedback on the work submitted via Tapestry / Teams. All pupils will receive feedback during the week and whole-class verbal feedback will also be given during live lessons. Staff will not provide written feedback on every piece of work submitted.

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

- Parents are expected to make regular contact with the school. This can be done using Teams/email/Tapestry. Teachers will monitor whether work has been submitted, or comments and updates have been made by parents.
- We expect teachers to respond to questions from parents during working hours, but not when they are teaching their class. Therefore parents should expect responses most typically between 3:30 – 4:30pm or during a teacher's non-contact time.
- Teachers are not expected to answer emails outside of working hours.
- Any urgent messages, complaints or safeguarding concerns should be phoned in to the office as soon as possible where parents will be able to speak to a safeguarding lead if needed.
- Behavioural issues, such as failing to complete work at home will be dealt with on a case by case basis. The teacher may alter the time of work provided, or offer more opportunities for the child to meet with the class via Teams. This will be at the teacher's discretion and is not a requirement.

➤ **Attending virtual meetings with staff, parents and pupils:**

- Dress code – follow school expectations for dress code.
- Locations – avoid areas with background noise, nothing inappropriate in the background, no confidential paperwork in view, no meetings from bedrooms or bathrooms.

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8:45am - 3:15pm, if full time, or in line with their part time 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: a text to the Head teacher and the class teacher.

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

- Supporting pupils who aren't in school with learning remotely. This includes delivering intervention sessions via Teams for children at home.
- Supporting pupils who are in school, including whilst the class teacher is delivering a live lesson to pupils at home, whilst teachers are engaged in responding to/giving feedback to pupils at home, whilst they are planning and preparing resources for lessons.

#### **General class TA:**

- The class teacher will ask you to make up paper resources if needed.
- The class teacher will ask you to provide support where needed during your normal working hours.

#### **1:1 SEND TA:**

- The class teacher will ask you to provide support where needed during your normal working hours.
  - You will be asked to telephone the pupil and parents to offer support if needed.
  - You may be required to support with a Teams session if appropriate. See above regarding intervention.
  - You should liaise with the teacher on the best home-learning resources for the child to meet the needs of their Individual Learning Plan when working remotely.
- Attending virtual meetings with teachers, parents and pupils -
- Dress code – as for a normal school day
  - Locations – avoid areas with background noise, nothing inappropriate in the background, no confidential paperwork in view, no meetings from bedrooms or bathrooms.
  - Virtual meetings should be arranged at a time where you are not needed in class. If this is outside of your usual hours, you will be paid for any online SEND meetings you attend.

## **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 – this will be done by monitoring the tasks set on the school website, meetings with teachers and feedback from parents.
- Alerting teachers to resources they can use to teach their subject remotely.
- The SENCO will have responsibility for co-ordinating remote learning for children with SEND across the school. She will not provide the work, but will monitor the activities by monitoring the tasks set on the school website, meetings with teachers, liaising with SEND teaching assistants and collecting feedback from parents. Advice and support from other professionals/outside agencies, who are already working with a child, will be sought.

## 2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – the deputy heads will work with the Head teacher to co-ordinate this and support with monitoring its implementation and success.
- Monitoring the effectiveness of remote learning – this will be done through regular meetings with teachers and subject leaders, reviewing work set on the website or reaching out for feedback from pupils and parents.
- Addressing any issues with systems used to set and collect work – ask administrator/s to contact Shropshire Council helpdesk where subject leader/Head teacher are not able to rectify issues.
- Helping staff and parents with any technical issues they're experiencing – provide telephone advice/support.
- Monitoring the security of remote learning systems, including data protection and safeguarding.
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer – staff must adhere to the Acceptable Use and GDPR Policies.
- Assisting pupils and parents with accessing the internet or devices – arrange loan of devices where possible.

## 2.5 Designated safeguarding lead

The DSL (and Deputy DSLs) are responsible for:

- Being available to keep children safe from harm, whether they are in school or working remotely from home.
- Following the Safeguarding and Child Protection Policy (including the CP addendum January 2021) and ensuring that all staff continue to record and report concerns timeously in accordance with KCSiE 2020.

## 2.6 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – remember 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.
- Be respectful when sharing any concerns with staff.
- Be mindful that the teacher will have set times during the week where they can respond to remote learners.

## 2.8 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 – talk to the relevant subject lead or SENCO
- Issues with behaviour – talk to a member of SLT (NJ, OM, EC)
- Issues with IT – talk to NJ or SB who may in turn seek further support from Shropshire Council
- Issues with their own workload or wellbeing – talk to a member of SLT (NJ, OM, EC)
- Concerns about data protection – talk to the Data Protection Officer (Mansel Davies)
- Concerns about safeguarding – talk to the DSL (NJ) or Deputy DSLs (OM, SB)

### 4. Data protection

#### 4.1 Accessing personal data

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

- Use devices provided by school e.g. laptops, and not their own personal devices.

#### 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

Talk to the School's Data Protection Officer for more help, and Shropshire Council IT staff if you want more details on how to put these measures in place.

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

### 5. Safeguarding

Please refer to the updated Safeguarding and Child Protection (available in the staff handbook and on the school website **and the CP addendum January 2021**) which should be read in conjunction with Keeping Children Safe in Education (September 2020.)

### 6. Monitoring arrangements

This policy will be reviewed annually by the Head teacher and will be approved at each review by the Standards and Curriculum committee.

## 7. Links with other policies

This policy is linked to our:

- Behaviour Policy – under review January 2021
- Safeguarding and Child Protection Policy – September 2020
- Safeguarding and Child Protection addendum – January 2021
- Data Protection (GDPR) Policy and Privacy Notices – September 2020
- Home-school Agreement – July 2020
- ICT / E Safety / Acceptable Use Policies – under review January 2021
- Teams Acceptable Use Guide – January 2021