

# Thaxted Primary School

## Remote Learning Policy

Policy Date: Autumn 2020	Review Date: Autumn 2021	Responsible Person: Headteacher In Cooperation with: Curriculum Committee
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### *Contents*

1. Aims .....	1
2. Roles and responsibilities.....	1
3. Who to contact.....	4
4. Data protection .....	4
5. Safeguarding .....	5
6. Monitoring arrangements.....	5
7. Links with other policies.....	5

## **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 whilst awaiting test results
- Ensure consistency in the approach to remote learning should a class/bubble be shut down due to a positive test result
- 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 4pm if their class/bubble has been shut down.

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. Teachers should be available to answer questions from parents and children via Class Dojo, if their class/bubble has been shut down.

When providing remote learning, teachers are responsible for:

- Setting work:
  - Teachers will provide work for the children within their class
  - If a child is absent whilst awaiting a test result, teachers will upload three activities each day to their class page on Class Dojo.
  - If a class/bubble has been shut down the teacher will provide a high quality daily Zoom session where they will explain the work for each day and teach any concepts involved.

- The first zoom session will take place one day after the class/bubble has been shut down.
- Activities linked to the teaching in the Zoom session will then be uploaded to the portfolios page of Class Dojo. Parents should ensure they are logged in as their child to access this.
- Children will then be able to access this work online and will be able to write on the screen. They can then submit their work once completed.
- Teachers will co-ordinate with other teachers within their key stage to ensure consistency in what is being taught.
- A range of subjects will be taught throughout the week, as they would be in school.
- Children will be set 3 hours of work a day if in EYFS and KS1. This will progress to four hours of work in KS2.

➤ Providing feedback on work:

- Children will submit their work within their portfolio or parents can also take a photograph of their child's work and upload it to their portfolio.
- Teachers will give feedback via the child's portfolio on each piece of work uploaded. Feedback may be less detailed on the days when teachers are in school teaching key worker children.
- During afternoon live lessons there will be an opportunity for children to have specific support on work they have struggled with in the morning.
- Teachers will be available throughout the day to support children via Class Dojo if and when needed. This will be less so on the days teachers are in school teaching key worker children.
- If a whole class/bubble is shut down then teachers will give feedback to each child within 24 hours. However if the teacher is still teaching in school and the child is awaiting a test result then feedback will be given within 48 hours.

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

- Teachers will have a live- face to face session each week day with their class. A record will be kept of who attends the live lessons and where children do not attend a phone call home will be made by the class teacher.
- Each week the teacher will compile a register detailing who has attended live lessons and who has submitted work. This will then be passed onto the Headteacher who will then follow up and make visits to children's houses if teachers have concerns.
- If the whole class/bubble is shut down, then teachers will not answer messages from parents outside school hours. However if a child is awaiting a test result then teachers may answer queries until 5pm.
- Any complaints or safeguarding concerns should be passed straight on to the Headteacher or Deputy Headteacher.

➤ Attending virtual meetings with staff, parents and pupils – cover details like:

- Teachers should ensure they are available to attend a virtual staff meeting once a week where updated information will be shared

## 2.2 Learning Assistants

When assisting with remote learning, learning assistants must be available between [9am-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. Adapt this if the procedure is different. If it's the same, you may still want to remind staff of the procedure here.

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

➤ Supporting pupils who aren't in school with learning remotely:

- Speak with the class teacher and identify those children who may need extra support. Learning Assistant to support the teacher in finding slightly different activities for these children and setting up a support plan for these specific children.
- Attending virtual meetings with teachers, parents and pupils:
  - Attend a weekly assembly on Fridays-via Zoom
  - Attend a weekly staff meeting where updated information will be shared-via Zoom

## 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
- Monitoring the remote work set by teachers in their subject – check in with teachers once a week and offer to support them if needed
- Alerting teachers to resources they can use to teach their subject remotely
- Inclusion Leader will support the teacher to ensure appropriate work is provided for all children with SEND

## 2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Monitoring the effectiveness of remote learning by checking work is uploaded
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Holding a weekly Zoom assembly for all children at home
- Holding a weekly staff meeting to disseminate information and continue staff CPD
- Ensuring children with no internet/printer at home are provided with a weekly print out of activities or given data cards from school
- Ensure all children have the devices needed to complete their work
- If a teacher is unable to provide work for their class due to their own illness, the key stage lead will liaise with other teachers within the key stage to set work as appropriate

## 2.5 Designated safeguarding lead

The DSL is responsible for:

Monitoring the well-being of identified children by checking in with families. Those at home will receive a weekly face to face visit-to the doorstep.

## 2.6 IT staff (Dianne and Simon)

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents 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 pupils and parents with accessing the internet or devices

## 2.7 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 and upload to Class Dojo.
- › Seek help if they need it, from teachers or learning 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 making any complaints or concerns known to staff
- › Contact the school if they do not have the devices needed to access the work. Laptops can then be provided to enable access to Class Dojo and online live lessons.

## 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 Key Stage Lead

- › Issues with IT – talk to Dianne King
- › Issues with their own workload or wellbeing – talk to the Headteacher or Deputy Headteacher
- › Concerns about data protection – talk to the data protection officer-Jackie Sweeting
- › Concerns about safeguarding – talk to the DSL (Michelle Hughes, Nicola Black, Justine Brooks)

## 4. Data protection

### 4.1 Accessing personal data

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

- › Access contact data for families on Integris
- › Staff should use their school laptops when accessing Integris

### 4.2 Processing personal data

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
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

## **5. Safeguarding**

If staff have any queries about Safeguarding they should contact the DSLs or access the Child Protection Policy, with added addendum, on the school website.

## **6. Monitoring arrangements**

This policy will be reviewed annually by the headteacher. At every review, it will be approved by Curriculum Committee of Governors.

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

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy