Remote learning policy

Priory Rise School

Approved by:		Date:	October 2020
Last reviewed on:	NA		
Next review due by:	As necessary/October 2021		

Contents

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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

> Cath Dobson – Remote Learning lead

> Ryan Brown – IT manager

> Vickie Snell – SENCO

> Emma Pocock/Natasha Cooper – Learning Mentors

2.1 Teachers

When providing remote learning, teachers will be available on the previously agreed scheduled times.

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 absence procedure (see staff handbook).

When providing remote learning, teachers are responsible for:

> Setting work:

- o   For their own class/year group as appropriate

- o   3/4 daily lessons

- o   Lessons/resources should be available on Google Classroom at 5pm of the previous day. This does not apply to live lessons.

- o   Where work should be uploaded to Google Classroom, Ryan Brown will be available for support.

- o   There should continue to be year group meetings to ensure consistency of approach and content. These may be held remotely or in person and should continue to be weekly.

- o   Year leaders, in discussion with their team, should discuss the core offer that children will be receiving. This will be for example: daily maths, English, reading, phonics/spelling. Children should still be offered a broad and balanced curriculum.

> Providing feedback on work:
  - o Pupils will upload their work onto goggle classroom to submit work to their teacher that can then be marked following our feedback and marking policy
  - o Some feedback will be given via the learning platform – such as MyMaths, Tapestry
  - o Teachers might also share successes of children through Marvellous Me with parents
  - o Teachers will provide written feedback via email for pupils where work is submitted via email/Google Classroom
  - o During live lessons, teachers will give verbal feedback where appropriate
  - o Feedback to children should be completed before the start of the next lesson in that particular curriculum area

> Keeping in touch with pupils who are not in school and their parents:
  - o When an individual child is absent from school in self-isolation, parents should receive a phone call from the class teacher once a week to check on the progress and wellbeing of the child/family. This does not apply if a class/year group are all self-isolating.
  - o Children will have access to live lessons, where a teacher will address them through the live feed
  - o Parents/children who are not in school are welcome to email the year group email address with queries or questions and completed work. Teachers will respond to these emails within working hours. There is not an expectation that teachers will reply during teaching time.
  - o Should children have a query for their teacher regarding their work, they are able to add private comments when submitting work (unseen to anyone but the teacher) or for a more general question the child can post in Google Classroom on the 'stream'. Children are also welcome to use the year group email.
  - o Should a parent have a query or complaint, please refer this to the class teacher/year leader who will respond to the complaint
  - o Should a safeguarding concern be raised, please seek a DSL and follow the usual safeguarding procedures (as recorded in the Child Protection and Safeguarding Policy)
  - o If a child is not completing work set by the school, in the first instance a telephone call with the family is recommended to discuss any particular concerns that can be overcome. Should this continue to be the case, alert the year leader.

> Attending virtual meetings with staff, parents and pupils:
  - o Priory Rise School expect members of staff to adhere to the dress code (see staff handbook)
  - o Locations – it is important to consider where the virtual meeting is taking place. Consider your background, ensure no confidential information is in the background of your screen; ensure you are attending the meeting from a quiet location where children cannot be seen in the background

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during their usual working hours.

If a teaching assistant is 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 (see staff handbook).

When supporting a teacher who is not on site, the teaching assistant is responsible for:
  - o Managing behaviour of children in the classroom
  - o Organising movement of children around the school
  - o Welcoming and dismissing children from the building

> Attending virtual meetings with teachers/colleagues:

   o When attending virtual meetings, teaching assistants will ensure that the school dress code is adhered to

   o If in a virtual meeting from school, ensure that sensitive material/photographs/children are not in the background

   o If in a virtual meeting from home, again ensure that the background is appropriate and that confidentiality of any agenda items is not breached

2.3 Subject leads

Specialist teachers employed by the school may need to consider how their curriculum subject needs to change to accommodate remote learning. These subjects will include: computing, music and PE.

The SENCO will also liaise with members of the teaching team to ensure provision is appropriate for the needs of SEND children. The SENCO will be available to discuss any needs/resourcing issues/additional support that should be put into place.

Learning mentors will continue to reach out to key families in the school community.

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

> Co-ordinating the remote learning approach across the school – Cath Dobson will have overall responsibility for this role. However, each year leader is responsible for the organisation of their curriculum, planning and delivery

> Monitoring the effectiveness of remote learning – regular reviews of practice will be carried out to ensure the best possible provision for the children of Priory Rise. This will include: regular meetings with teachers, reviewing work set, asking for feedback from parents and children.

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

2.5 Designated safeguarding lead

The DSL is responsible for:

The safety and wellbeing of the children at Priory Rise School. This includes children both on the school site and those who are working online (See Online Safety Policy).

2.6 IT staff

IT staff are responsible for:

> Fixing issues with systems used to set and collect work

> Publishing 'how to' documents with regards to Google Classroom

> Helping staff and parents with any technical issues they may be 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

> Supporting in the training of staff

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

> Listen carefully to my teacher and engage with lessons, following the teacher's instructions
> Dress appropriately for lessons
> Avoid snacking during lessons
> Let the class teacher know if work is challenging/unable to complete work
> Complete work set online to the deadline set by the class teacher
> Be contactable during the school day. Children will not be on an electrical device for the whole day
> Alert teachers if they are not able to complete work

Staff can expect parents with children learning remotely to:

> Make the school aware if their child is sick
> Ensure that pupils maintain an acceptable standard of behaviour when joining a live teaching session from home - ensuring they follow teacher instructions etc
> Ensure that other members of the household behave appropriately during a live teaching session - using appropriate language and behaviour that does not distract the other pupils
> Keep the links to live teaching sessions confidential and not share these with any third parties
> Ensure they do not record any part of any live teaching sessions or pre-recorded sessions (either photographs, video or audio) and do not share with any third parties or on social media platforms
> Raise any concerns regarding the live lessons appropriately with year leaders at the school
> Not attempt to engage directly with the teacher at any time during a live teaching session
> Inform the teacher if their child is finding difficulty in completing the work set
> Be respectful when raising concerns with the teacher – either by phone or email

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 – relevant class teacher/year leader
> Issues with behaviour – Class teachers will discuss with Year Leader/SLT
> Issues with IT – Ryan Brown
> Issues with their own workload or wellbeing – Year Leader/Cath Dobson
> Concerns about data protection – Julia Strong
> Concerns about safeguarding – Ruth Seagar, Cath Dobson, Kate Truan, Corinne Benham-Smith, Julia Strong, Emma Pocock

4. Data protection

4.1 Accessing personal data

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

> Access data through SIMs. This can only be accessed from a school laptop. Staff are unable to use SIMs and access information from any other device.

4.2 Processing personal data

Staff members may need to access and/or share personal data such as a child's telephone number, 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 access and/or share as little personal data as possible online. Immediately having used SIMS, staff members will close the program. Staff must ensure that the laptop is not left on and open where others may see the information.

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)

> Making sure the device locks if left inactive for a period of time

> Ensuring that, if leaving a device, the screen is closed

> Not sharing the device among family or friends

> Avoid tampering with or attempting to bypass any antivirus or security software

> Not disabling or bypassing any operating system updates and ensuring computers are restarted regularly (outside of teaching hours) to allow such updates to take place

5. Safeguarding

> Whether in school or online through remote learning, safeguarding is still at the core of our practice. If a member of staff has a safeguarding concern, they will continue to follow the usual protocols (as safeguarding policy and addendum suggests).
> If a member of staff has a concern, they should contact a DSL to seek advice.
> DSLs: Ruth Seagar, Cath Dobson, Kate Truan, Corinne Benham-Smith, Julia Strong, Emma Pocock

6. Monitoring arrangements

This policy will be reviewed as necessary or October 2021 by Cath Dobson. At every review, it will be approved by the full governing board.

7. Links with other policies

This policy is linked to our:

> Behaviour policy and addendum 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

> Staff handbook – absence and dress code

<u>Remote Learning Agreement</u>

The school will:

- Provide access to live teaching/pre-recorded lessons each morning for maths, English or phonics daily for all pupils – this may vary according to the requirements of each year group
- Where possible, to provide access to live/pre-recorded teaching for wider curriculum subjects
- Provide secure links sent by email/Google Classroom to access the live sessions
- Provide activity sheets and other supporting materials for pupils to complete work on the year group Google Classroom platform (where appropriate)
- Ensure that when live teaching is being led from the classroom at school, the camera will not show any pupils in the class, only the board and teacher when a single child is isolating. Where teaching of the whole cohort is remote, children will be able to see each other and the teacher in Google Classroom.
- Ensure that any individual pupils not attending school due to self-isolation have at least weekly contact with the pupil's class teacher to see if further support can be offered to access the learning materials. This applies to individual pupils who are not at school. This does not apply when a class or year group are isolating.
- Provide feedback to children about their work either verbally or via email about completed pieces of work

Parents will:

- Ensure that pupils maintain an acceptable standard of behaviour when joining a live/pre-recorded session from home - ensuring they follow teacher instructions etc
- Ensure that other members of the household behave appropriately during a live teaching/pre-recorded session - using appropriate language and behaviour that does not distract the other pupils
- Keep the links to live teaching/pre-recorded sessions confidential and not share these with any third parties
- Ensure they do not record any part of any live teaching sessions or pre-recorded sessions (either photographs, video or audio) and do not share with any third parties or on social media platforms
- Raise any concerns regarding the live lessons appropriately with year leaders at the school
- Not attempt to engage directly with the teacher at any time during a live teaching session
- Inform the teacher if their child is finding difficulty in completing the work set
- Be respectful when raising concerns with the teacher – either by phone or email

Pupils will:

- Arrive for lessons punctually and ready to learn
- Have resources ready at their workspace
- Listen carefully to the teacher and follow the teacher's instructions
- Engage with lessons
- Dress appropriately for lessons i.e. not in pyjamas, bare chested
- Avoid snacking during lessons
- Inform the class teacher if work is challenging or unable to complete work – this can be done verbally in the live lessons, in the Google Classroom 'stream' or via email
- Complete work set online to the deadline set by the class teacher

By taking part in live lessons, parents and children are agreeing to the above code of conduct. Any parents who are not able to follow this agreement will not be able to have access to live teaching for their children.