Remote Learning Policy

Approved by:	Mrs. Hamnett Chair of Governors	**Date:** 05/01/21
Next review due by:	01/03/21 or earlier if necessary	

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1. Aims

This remote learning policy for staff aims to:

- o ensure consistency in the approach to remote learning for pupils who are not in school;
- o set out expectations for all members of the school community with regards to remote learning;
- o provide appropriate guidelines for data protection.

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 8.30am and 5pm Monday through to Friday.

If they are unable to work for any reason during this time, for example due to sickness they should report this using the normal absence procedure from 7am.

Teachers are responsible for:

- o operating their remote learning on Microsoft Teams (EYFN via the school blog) and creating paper packs, if requested, during a lockdown or when a year group bubble closes;
- o creating a timetable for the week (with year group partners) covering mathematics, English (KS1 to include phonics) and another lesson each day from the foundation curriculum. The timetable will include a mixture of different learning styles and activities/tasks;
- o ensuring work meets Department for Education (DFE) current guidance of three hours for KS1 and four hours for KS2;
- o ensuring children have continued interaction with the teacher from 9am to 3.15 pm;
- o ensuring work is differentiated and on Microsoft Teams by 8.30am ready for pupils to access (it will remain available for 24 hours to enable those pupils sharing devices to access work after 5pm);
- o creating online resources uploaded to Microsoft Teams that may sign post users to other sites to support remote learning e.g. Discovery Education (Espresso), White Rose videos/resources, Oak Academy resources, IXL, BBC Bitesize, Education City, TTRS, Literacy Shed or PiXL;
- o ensuring children know how to complete assigned work, providing guidance on how to return work, use templates, word documents, take photographs of written work and upload to Microsoft Teams;
- o marking and giving feedback to children, privately through the chat facility, and or giving summative feedback where appropriate through the General Activity function on Microsoft Teams to avoid repeating the same message.

- o **Providing feedback on work:**
- o ideally, work should be marked daily and returned with a comment/s to a pupil within 24 hours from the time of submission (ensuring those sharing devices who upload work late receive feedback on their work);
- o **Keeping in touch with pupils and parent/carers:**
  - o via the private message in Microsoft Teams;
  - o merits from IXL shared with the children to encourage and promote engagement;
  - o parents/carers to be contacted (telephone calls, emails and via the Parent app) if children are not engaging in the home learning to see how school can support or help;
  - o emails to Peel Hall Primary School, concerning home school learning, will be checked and responded to by the Deputy Head Teacher (DHT) or a member of the Senior Leadership Team (SLT) between 9am and 4pm Monday to Friday. Emails are to be replied to within 24hrs from the Peel Hall email facility avoiding the use of individual staff members work email addresses;
  - o all issues/communication are to be dealt with professionally. Written responses/feedback on Microsoft Teams must be professional and model `good` English avoiding text speak in line with the school "Marking and Feedback policy";
  - o SLT and teachers will monitor and contact parents/carers who are not engaging or completing assignments;
  - o contact with pupils, parents/carers must be done from school unless the head teacher in exceptional circumstances has given permission for you to make calls from home. Teachers using mobile or landlines from their homes must use withheld numbers. These offsite conversations must be recorded by teachers and placed in the Welfare Folder on returning to school e.g. *date, time, telephoned mum of … and offered support during home learning and I spoke with child who is getting on well. No concerns;*
  - o **alert immediately the safeguarding team with any immediate concerns that have arisen when contacting pupils as a matter of urgency.**
  - o contact should be polite, brief and encouraging. Teachers **must not** give out any personal details (telephone numbers, email addresses, home addresses etc.). All concerns should be forwarded to a member of SLT who may choose to contact parent/carers directly.

2.1a In the event of individual pupil self-isolation (positive test result) – DHT/SLT responsibility:
- o weekly home learning to be set for all individuals who find themselves in isolation by the DHT;
- o daily lessons span across the curriculum; lessons are closely matched to the curriculum delivered in school;

- o **Attending virtual meetings with outside agencies, LA, staff, parents and pupils:**
  - o staff should dress and be professional when attending or running virtual meetings;
  - o avoid areas with background noise and ensuring there is nothing inappropriate in the background.

2.2 Teaching assistants

Teaching assistants must be available between 8.30 – 3-30 Monday to Friday. During this time, they are expected to support children with their learning, prepare resources as directed by teachers/SLT, supervise children at lunch times, break times and assist teachers/SLT with the arrival and dismissal of pupils. If they are unable to work for any reason during this time, for example due to sickness or any other reason they should report this in line with the absence procedure.

2.3 Phase Leaders/SEND

➢ Through their roles will support teachers with remote learning, ensuring continuity, consistency and school procedures and policies are adhered to at all times:

o 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:

o co-ordinating the remote learning approach across the school – Deputy Head Teacher (DHT)

o the loan of devices and dongles to allow pupil/s to access remote learning in consultation with the Head Teacher;

o monitoring the effectiveness of remote learning – checking on pupil engagement, reviewing work set by teachers, monitoring use of IXL and responding to email, telephone and chat correspondence between parents/carers and school or reaching out for feedback from pupils and parents;

o monitoring the security of remote learning systems, including data protection and safeguarding considerations.

2.5 Safeguarding and Pastoral Team

Are responsible for:

o maintaining contacting, collating, passing on information and responding to any concerns.

2.6 Deputy Head Teacher (DHT)

DHT is responsible for:

o ensuring users have emails, passwords that allow them to access remote learning;

o fixing issues with systems used to set and collect work;

o helping staff and parents/carers with any technical issues they are experiencing;

o reviewing the security of systems;

o assisting pupils and parent/carers with accessing the internet or devices.

o monitor the remote work set by teachers;

2.7 Pupils and parents

Staff can expect pupils to:

o be contactable during the school day – although consider they may not always be in front of a device the entire time;

o complete work to the deadline set by teachers;

o seek help if they need it, from teachers;

o alert teachers if they are not able to complete work.

Staff can expect parents with children learning remotely to:

o make the school aware if their child is sick or otherwise cannot complete work;

o seek help from the school if they need it;

o be respectful when making any complaints or sharing concerns to staff understanding that school must follow guidance from the DFE and Local Authority (LA).

2.8 Governing board

The governing board is responsible for:

- o monitoring the school's approach to remote learning, ensuring education remains as high quality as possible;
- o 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:

- o issues in setting work – talk to the relevant subject lead, Phase Leader, SENCO or SLT;
- o issues with behaviour – talk to the SLT, SENCO and or Pastoral Team;
- o issues with IT – talk to DHT who can contact RM for support if needed;
- o issues with their own workload or wellbeing – talk to their line manager or SLT;
- o concerns about data protection – talk to Head teacher or the School Business Manager;
- o concerns about safeguarding – talk to the DSL or L. Ayre.

All staff can be contacted via the school email addresses.

4. Data protection

4.1 Accessing personal data

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

- o only access parent contact details from school systems in school and mustn`t share these details with third parties.
- o not share their access permissions for SIMS with members of staff who do not hold the same operational privileges.

4.2 Processing personal data

Staff can chat with each other privately via Microsoft Teams and school email addresses. They must not share these email addresses with parents/carers, pupils or third parties.

4.3 Keeping devices secure

Staff using school devices at home, will take appropriate steps to ensure their devices remain safe and secure when working remotely.

Staff must:

- o keep their device/s 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);
- o make sure the device locks if left inactive for a period of time;
- o not share the device among family or friends;
- o keep operating systems up to date as directed by the SBM to ensure devices are running on the latest updates.
- RM will ensure antivirus and anti-spyware software are installed and maintained on all school devices.

5. Safeguarding

Please see the following for updates concerning safeguarding in relation to COVID 19 on the school website:

COVID -19 amendments to the Child Protection Policy.

6. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government by the DHT. At every review, it will be approved by Mrs Dunkley (Headteacher) and SLT.

7. Links with other policies

This policy is linked to our:

- o Behaviour policy;
- o Child protection policy and coronavirus addendum to our child protection policy;
- o Data protection policy and privacy notices;
- o ICT and internet acceptable use policy;
- o Online safety policy;
- o Curriculum documentation