

# Remote learning policy

Holmer Church of England Academy



<b>Approved by:</b>	Anna Keating	<b>Date:</b> 13.1.21
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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 in the event of a bubble closure/national lockdown

Teachers must be available between **8.00am and 5pm**. If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should inform the Head Teacher (JM) or DHT (AK) using the normal procedures. In order to facilitate alternative arrangements, they must be informed by 7:30am at the latest. If you have been absent due to illness, please then make further contact with the school office no later than 4pm on the same day to advise on whether or not you will be in a position to return the following day.

If it affects the completion of any work required, ensure that arrangements have been made with year group partners or SLT to ensure work is completed.

**Teachers are responsible for:**

- Running their Microsoft Teams Lessons - setting work for home learning when a year group bubble close.
- Create a timetable for the week (with year group partners)- similar to that taught in school (see example on the network). This must include subjects from across the curriculum. The timetable must include a mixture of live and pre-recorded lessons. This timetable is for teachers' own use within year groups.
- Holding live registration sessions via Microsoft Teams at during live lessons.

- Ensuring children have access to lessons from 9am to 3.15pm the same length taught in school – this includes 3 hours of work for KS1 and 4 hours for KS2.
- Ensuring children have continued interaction with the teach and other pupils
- Liaising with year group partners to produce daily Active Inspire flips for English and Maths.
- Where applicable setting differentiated tasks – this can also be done using learning platforms such as TTRS and Education City.
- Upload daily activities to SeeSaw for foundation subjects.
- Creating online resources to support remote lessons. These will range from pre-recorded lessons by the class/year group teacher, live lessons, BBC Bitesize, Oak Academy, White Rose, Reading Planet, Oxford Owl and Read, Write Inc. resources.
- Ensuring children know how to complete assigned work, turn it in, use templates, take photos of written work and upload.
- Marking and commenting of children's work – this can be done reactively in live lessons or by providing a minimum of one piece of daily written feedback per child through SeeSaw.
- Monitoring online safety for children and teach E-Safety as part of the curriculum- how to interact on the live stream, cyber bullying, appropriate language, safe searching

#### **Providing feedback on work:**

- Pupils can send any completed work to teachers via SeeSaw
- Teachers can mark and respond to work via the comments feature
- Teachers should mark Maths and English work daily and return with a comment to the pupil before the end of the same day.

#### **Keeping in touch with pupils and parents:**

- Via the pupils' school email address accounts which parents have control of.
- Holmer Stars to be awarded in recognition of high quality learning or outstanding effort.
- Parents to be called by office/AK if pupils do not attend the daily register via MicroSoft Teams/are not engaging in the home learning
- Staff should check for emails from parents on a daily basis. Parent emails must be replied to within 24hrs. Only send replies during working hours.
- Any issues that are received are to be referred to a member of SLT and shared with the HT. They should then be dealt with professionally by the class teacher and the Headteacher should be BCC'd in the communication.
- Teachers are to make contact with all pupils in their class every day via Microsoft Teams.
- For nonattendance, the parent will receive a call from the office staff or DHT.
- Withheld numbers may be used as teachers can use their mobile phones from home. Contact details can be accessed from SIMS, please ensure you log off and do not share information with a third party.
- Record all contacts with parents in your Meetings Record Book and add any relevant actions. Example comment 'Telephoned Mum offered support during home learning and I spoke with child who is getting on well. No concerns.'
- Alert the safeguarding team with any immediate concerns using MyConcern and additionally ensure that JM, AK or KT are informed ASAP.
- Contact should be polite and encouraging. Teachers must adhere to the email policy and not give out any personal details. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly.

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

- Remote learners are expected to attend a number of virtual meetings daily- x2 registrations, in x2 live lessons.
- Locations should be carefully planned (e.g. avoid areas with background noise, nothing inappropriate in the background)

## 2.2 Teaching assistants

Teaching assistants must be available during their contracted working hours, Mon to Fri. 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'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.

Teaching assistants are responsible for:

- Supporting pupils with learning remotely
- Supporting pupils during live lessons
- Listening to pupils read on a 1:1 basis using Microsoft Teams and Oxford Owl (KS1) or Reading Planet (KS2).
- Attend staff training using Microsoft Teams
- Work in school on a rota to support key workers' children.
- Locations should be carefully planned (e.g. avoid areas with background noise, nothing inappropriate in the background)

## 2.3 Subject leads

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

Supporting teachers with setting relevant online learning via Microsoft Teams and SeeSaw.

## 2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – SLT Monitoring the effectiveness of remote learning – reviewing work set by teachers, monitoring MyMaths, monitoring email correspondence between parents and teachers Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## 2.5 Designated safeguarding lead

The DSL is responsible for:

Designated safeguarding lead The DSL is responsible for: Maintaining contact, collating, passing on information and responding to any concerns. See the **COVID-19 update appendix to the Safeguarding Policy**.

## 2.6 IT staff

In the first instance, the admin team or Deputy Head 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
- In more complicated circumstances, school may choose to seek assistance from Edutech who provide our digital support.

## 2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the hours of the school day 9am – 3.15pm – although they may not always be in front of a device the entire time
- Seek help if they need it, from teachers or teaching assistants
- Alert the school if they're not able to complete work

Staff can expect parents to:

- Make the school aware if their child is sick or otherwise unable to attend live lessons or complete work set.
- Seek help from the school if they need it – staff should refer parents to the 'Curriculum' section on our website where specific guides for each of the remote learning platforms are all available.
- Be respectful when making any complaints or concerns known to staff.

## 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
- Issues with differentiating – talk to the SENDCo (Lisa Harding)
- Issues with behaviour – talk to SLT.
- Issues with IT – inform office/DHT. If advised create ticket for EduTech Solutions.
- Issues with their own workload or wellbeing – talk to SLT
- Concerns about data protection – Head Teacher
- Concerns about safeguarding – talk to the DSLs.

Please contact all staff through their work email addresses. If urgent, please phone the school.

## 4. Data protection

### 4.1 Accessing personal data

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

- Use the remote server only.
- Through the remote server use SIMS or information available in Common Staff.
- At no point must personal data be saved onto a personal device/cloud account.
- When emailing about pupils, initials only must be used.

### 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses and contact numbers 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

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 see the following for updates concerning safeguarding in relation to home learning.

COVID-19 update appendix to the Safeguarding Policy. This also details reference to remote learning curriculum and risks online.

This policy is available on our website.

## 6. Monitoring arrangements

This policy will be reviewed every twelve months by Anna Keating (Deputy Head). At every review, it will be approved by the full governing body.

## 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
- › Home Learning Policy