Remote Learning Policy

Woodthorpe Community Primary School

Approved by:	Mr.D.Smith	**Date:** June 24th 2020
Last reviewed on:	5th January 2021	
Next review due by:	Ongoing in response to Government Guidance	

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

2.1 Teachers

Teachers must be available between 8.30am and 4pm. 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 procedures. 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:

Holding live registration sessions via Google Meet at 9am

Running their Google Classroom- setting work for home learning when a year group bubble closes: Create a timetable for the week (with year group partners)- similar to that taught in school

This must include subjects from across the curriculum.

The timetable must include a mixture of live and pre-recorded lessons.

Ensuring children have access to lessons from 8.30 am to 3.00 pm the same length taught in school. Ensuring children have continued interaction with the teacher and other pupils

Liaising with year group partners to produce weekly English and Math's plans

Setting differentiated learning.

Creating online resources to support lessons throughout the week on Google Classroom.

These will range from pre-recorded lessons by the class/year group teacher, live lessons, Oak academy resources, White Rose, Purple Mash. This will be added to during the progression of this policy.

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

Delivering online safety lessons to children- how to interact on the live stream, cyber bullying, appropriate language, safe searching

Continue the use of the 'Think you know' resources which support children's online safety at a time when they will spending much more time online.

Providing feedback on work:

Pupils can send any completed work to teachers via Google Classroom

Teachers can mark and return work to pupils via the comments feature

Teachers should mark work daily and return with a comment to the pupil within 24 hours

Keeping in touch with pupils and parents:

Via the private message function in Google Classroom if required.

Star Learners are celebrated weekly.

Parents can contact school through the online support email. onlinelearning@woodthorpe.sheffield.sch.uk

This is checked at regular intervals.

Any issues that are received are to be dealt with professionally.

Headteacher should be BCC'd in the communication. If necessary teachers to contact a member of SLT for advice

Teachers are to make contact with all pupils in their class every day via Google Meet, for nonattendance, the parent will receive a call.

Withheld numbers may be used as teachers can use their mobile phones from home. Contact details can be accessed from SIMS .Record all contacts with parents on CPOMs and add any relevant actions.

Example CPOMS 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 via telephone.

Contact should be polite and encouraging. Teachers must adhere to 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.

2.1a In the event of individual pupil self-isolation- SLT responsibility

Weekly home learning to be set via Google Classroom for all individual pupils who find themselves in isolation

Children in isolation are tracked daily and work is allocated as soon as possible once a child has been identified as self-isolating

Daily lessons span across the curriculum, lessons are closely matched to the curriculum delivered in school.

Work is tailored to each pupil and those with SEN have individual work provided. Lessons for these pupils come from Oak Academy and other online sources.

2.2 Teaching assistants

Teaching assistants must be available between 9am – 3pm, 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:

When requested by the SENCO

Attending virtual meetings with teachers, parents and pupils:

Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

Co-coordinating the remote learning approach across the school – SLT

Monitoring the effectiveness of remote learning – reviewing work set by teachers weekly, monitoring

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:

Maintaining contact, collating, passing on information and responding to any concerns.

See the COVID-19 amendments to the Child Protection Policy

2.6 IT Support Steve Morgan and Victoria Harris

IT staff are responsible for:

Creating emails

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 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 to:

Be contactable during the hours of the school day 9am – 3.00pm – 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 teachers if they're not able to complete work

Staff can expect parents to:

Seek help from the school if they need it – staff should refer parents to our website and the for the Google Classroom information and other useful links for learning.

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 systems are appropriately secure, for both data protection and safeguarding reasons

3. Who to contact

If staff have any questions or concerns, they should contact the following individuals:

Issues in setting work – talk to the relevant subject lead/SENCO/SLT

Issues with behaviour – talk to the SENCO/SLT

Issues with IT – talk to Victoria Harris who can contact support if needed

Issues with their own workload or wellbeing – talk to their Phase Leader/SLT

Concerns about data protection – talk to the data protection officer Victoria Harris/ Sarah Brown (School Business Manager)

Concerns about safeguarding – talk to the DSL

All staff can be contacted via the school email addresses

4. Data protection

4.1 Accessing personal data

When accessing personal data, all staff members will:

All staff have access to CPOMS to record any parent contact or concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party.

Teachers are able to access parent contact details via SIMS using a secure password. Do not share any details with third parties.

SLT have the ability to locate personal details of families when required. SLT are not to share their access permissions with other members of staff.

School laptops are the school's preferred devices to be used when accessing any personal information on pupils

4.2 Sharing personal data

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.

While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

4.3 Keeping devices secure

These tips are based on our article on GDPR and remote learning. Talk to your data protection officer for more help, and your IT staff if you want to include 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 see the following for updates concerning safeguarding in relation to home learning.

COVID-19 amendments to the Child Protection 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 as and when updates to home learning are provided by the government by Victoria Harris. At every review, it will be approved by Mr. Smith (Headteacher) and SLT.

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

ICT and internet acceptable use policy

Online safety policy