

Heavers Farm and Selsdon Primary Schools

Remote Learning Policy

January 2021

Aims

This remote learning policy 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

Roles and responsibilities

TEACHERS

When providing remote learning, teachers must be available between **08:30 and 16:30 every school day**.

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.

When providing remote learning, teachers are responsible for:

Setting work using the agreed year group planning:

- For their own class and supporting the vulnerable children and children of key workers from their year group who are attending school.
- Teachers may also have to set work for classes of absent colleagues in their year group.
- Planning **four taught lessons** to be taught via Zoom and SeeSaw each day.
- The work needs to be set by **9.00am each day**
- A message should be posted onto the year group blog by **9.00am each day**.
- Work should be uploaded to their class **SeeSaw** by **9.00am each day**
- Teachers will meet with their year group colleagues for half a day each week to review their teaching from the week and planning the next weeks lessons.
- Follow the teaching timetable provided.

Providing feedback on the children's work each day:

- Work will be completed by pupils on SeeSaw
- Feedback will be shared by leaving comments on the children's work on SeeSaw

- Feedback should be left on children's work on SeeSaw by **4.30pm each day**.

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

Teachers should:

- Make regular contact with parents via the **SeeSaw Family App**.
- Take a **register of children attending lessons online** each day.
- **Email a list of absent children** to the attendance officer before lunchtime each day.
- **Use CPOMS** to alert the DSL about any safeguarding concerns about a child.
- **Telephone the parent and child** at least once every two weeks.
- Teachers should answer emails in line with the school's **Email Policy**.

Managing behaviour

- The school's behaviour policy remains in place.
- If children fail to complete work or do not attend online lessons, teachers will contact the child's parent.

If there is no improvement, a report should be uploaded onto CPOMS to make the leadership team aware.

Attending virtual meetings with staff, parents and pupils and online teaching

- Please dress in an appropriate manner for school.
- Please use a location that is appropriate (e.g., avoid areas with background noise, nothing inappropriate in the background)

TEACHING ASSISTANTS

When assisting with remote learning, teaching assistants must be available between **08:30 and 15:30 every school day**.

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.

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

Supporting pupils who aren't in school with learning remotely

- Sharing online teaching responsibilities with the class teacher
- Working with identified pupils online
- Contacting children/parents under the direction of the class teacher

- Providing feedback to pupils via SeeSaw
- Responding to questions from pupils.
- Helping prepare lessons with the class teacher.

Attending virtual meetings with staff, parents and pupils and online teaching

- Please dress in an appropriate manner for school.
- Please use a location that is appropriate (e.g. avoid areas with background noise, nothing inappropriate in the background)

Teaching assistants working in school.

- Follow school's Covid safety plans carefully.
- Follow school's Covid risk assessment carefully.
- Ensure that all children are following the school's Behaviour Policy consistently.
- Support the children in school to follow the remote learning provision being led by the class teacher (lessons will be streamed into the classroom).
- Follow the teaching timetable provided.

SUBJECT LEADERS

Alongside their teaching responsibilities, subject leaders 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
- Working with other subject leaders and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Monitoring the remote work set by teachers in their subject
- Alerting teachers to resources they can use to teach their subject remotely

LEADERSHIP TEAM

Senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school.

- Monitoring the effectiveness of remote learning through monitoring of planning, lessons posted on SeeSaw, blog posts, dropping in to Zoom lessons and feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

DESIGNATED SAFEGUARDING LEAD

The DSL is responsible for ensuring:

- That all aspects of the school's Child Protection Policy are regularly being following by everyone.
- Checking CPOMS every day and responding to all safeguarding concerns with appropriate actions.

IT STAFF

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

PUPILS AND PARENTS

Staff can expect **pupils** learning remotely to:

- Be contactable during the school day and attend lessons in line with the class timetable.
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers or teaching assistants 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 by contacting the school's attendance officer.
- Seek help from the school if they need it .
- Be respectful when making any complaints or concerns known to staff

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

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 leader
- Issues with behaviour – talk to one of the leadership team
- Issues with IT – talk to IT technician
- Issues with their own workload or wellbeing – talk to one of the leadership team
- Concerns about data protection – talk to the finance officer
- Concerns about safeguarding – talk to the DSL

Data protection

ACCESSING PERSONAL DATA

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

- Access data from SIMS and Fronter.
- Staff should use school devices provided by the school, such as MacBooks or iPads.
- Staff should not use their own personal devices

PROCESSING PERSONAL DATA

Staff members may need to collect and/or share personal data such as email addresses, parent details and telephone 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.

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)
- Our MacBooks and iPads are 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 is locked if left inactive for a period of time
- Staff must not share the school device among family or friends.
- School has installed antivirus and anti-spyware software on all school devices.
- School keeps operating systems up to date.

Safeguarding

Our child protection policy has been updated to reflect the current situation. A copy of this can be found on the school blog.

Monitoring arrangements

This policy will be reviewed as needed in line with government advice on school closures.