

Remote Learning Policy

Sully Primary School



Approved by: Mrs Andrea Waddington

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Next Review Date: January 2021

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1. Aims

This policy aims to:

- Ensure consistency in our approach to remote learning for our pupils who aren't attending school.
- Clearly set out expectations of remote learning for all members of the school community.
- Provide appropriate guidelines for data protection.
- Ensure pupils who are unable to attend school remain fully included within the school community.
- Ensure remote education is integrated into the curriculum as part of our blended learning approach to teaching.

2. Roles and responsibilities

Teachers

In the case of full class/school closure teachers affected must be available between 9am and 3.20pm on their normal working days including reasonable breaks. Teachers will not be available during one afternoon a week when they will be undertaking PPA (Planning, Preparation and Assessment) activities. However, activities will be set for children during this time. If teachers are unable to work due to sickness or caring for a dependent they should report this using the normal absence procedure.

During this time teachers will be responsible for:

Setting work

- ❑ Create a weekly timetable of work for their year group. This must include subjects from across the curriculum and a daily maths and english lesson. These timetables will be available on our school website.
- ❑ Set differentiated tasks for learners where appropriate.
- ❑ Use a variety of blended learning techniques to support and engage pupils e.g. powerpoints, videos, exemplar pieces of work, links to other resources.

Providing feedback on work

- ❑ Pupils will be expected to send completed work to teachers by either uploading to Seesaw (Nursery/Reception), J2Homework (Years 1/2) or Google classroom (Years 3-6).
- ❑ All work submitted will be acknowledged by the class teacher. Feedback will be given on an individual, group or whole class basis and will be age appropriate.
- ❑ Teachers will respond to emails/messages from pupils and parents within 48 hours of receiving them.

Keeping in touch with pupils who aren't in school

- ❑ Teachers are to make contact with their pupils on a daily basis via the appropriate online platform.
- ❑ Pupils not accessing online work will be contacted on a weekly basis via the school telephone or from a personal phone using a withheld number.
- ❑ All contact will be recorded e.g. date, time, person spoken to, comment on conversation held, concern or no concern.
- ❑ If teachers are concerned about the welfare of a child they will report their concern to the safeguarding team.
- ❑ Emails/messages will be checked by teachers between 9am-3.20pm Monday to Friday unless they are undertaking their PPA (one afternoon per week).
- ❑ All contact should be polite, courteous and professional. Teachers must adhere to the social network policy and not give out personal details.
- ❑ Teachers will not be live streaming lessons, all lesson/topic introductions will be pre-recorded.
- ❑ Parent consultations will be held via the telephone or by using an online video platform if necessary.
- ❑ If using a video platform when attending meetings teachers are to ensure they use and maintain an appropriate background throughout the conversation.

Teaching Assistants

In the case of full class/school closure teaching assistants affected must be available between 9am and 3pm on their normal working days including reasonable breaks. During this time they are expected to assist with remote learning, check emails and be available when called upon to attend school. Teaching assistants will be expected to liaise with their class teacher to support planning and resourcing of differentiated learning. If during this time, teaching assistants are unable to work due to sickness or caring for a dependent they should report this using the normal absence procedure.

Senior Leaders

Alongside teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning - weekly reviewing work set by teachers, monitoring online engagement levels, monitoring email/ messaging communication between parents and teachers.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Keeping up to date with Welsh Government and Local Authority guidance on remote learning.

Designated safeguarding lead

The DSL is responsible for:

- Ensuring contact is made with all pupils, collating, passing on information and responding to specific concerns.

Pupils and parents

Pupils should:

- Be contactable during the hours of the school day, 9am - 3.20pm, although not always online.
- Seek assistance from their teacher or teaching assistant if and when they need to.
- Alert teachers if they are unable to complete work.

Parents should:

- Seek help and clarification if and when needed.
- Support their child and encourage them to engage with their online learning.

Governing body

The governing body is responsible for:

- Monitoring the school's approach in providing effective learning opportunities to ensure education remains of a high quality.
- Ensuring that staff are reassured that systems used are secure for both data protection and safeguarding reasons.

Individual Remote Learning

Occasionally individuals or small groups of pupils may need to self-isolate. Under these circumstances and in the case where children are not attending school due to homelife situations, remote learning will be made available on the school website.

3. Who to contact

If staff have any questions or concerns regarding remote learning and the setting of work they should contact:

- Issues in setting work - discuss concerns with appropriate SLT.
- Issues with behaviour - discuss concerns with ALNco/appropriate SLT.
- Issues with IT - discuss with SLT/IT Support Officer.
- Issues with own workload/personal wellbeing - discuss with line manager and/or HT.
- Concerns regarding data protection - discuss with our Data Protection Officer, Paula Davies.
- Concerns regarding safeguarding - discuss with DSL, Andrea Waddington.

All staff are to be contactable through their hwb email address.

4. Data Protection

Accessing personal data

In relation to accessing personal data:

- Teachers are able to access parent contact details via SIMs using a secure password. They must not share any details with third parties and also ensure SIMS is logged off before leaving their computer unattended.
- The Headteacher has the ability to locate personal details of families when required through securely accessing SIMS. The Headteacher is not to share these access permissions with other members of staff.
- School desktops, laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

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 does not require explicit permissions.

While this may be necessary, 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
- Ensuring the hard drive is encrypted
- Making sure the device self-locks if left inactive for a period of time
- Not sharing the device with family or friends
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date.

5. Safeguarding

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

COVID-19 amendments to the Safeguarding Policy also details reference to remote learning and risks online.

6. Monitoring arrangements

This policy will be reviewed by the Headteacher as and when updates to home learning are provided by the Welsh Government or Local Authority. All reviews of this policy will be approved by the SLT and Governing body.

7. Links with other policies

This policy is linked to our:

Social Networking Policy

Mobile Device Policy

Child Protection & Safeguarding Policy including Interim Coronavirus Addendum

Discipline & Behaviour Policy

ICT Policy

Off Site Data Policy

