

# Remote Learning Policy



## Adswood Primary School

<b>Ratified by Governing Body on:</b>	July 2022
<i>M. Smart</i> Head Teacher	<i>J. Dancy</i> Chair of Governors
<b>Governing Body Review Date:</b>	July 2024

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The need for this policy has arisen largely due to the covid-19 pandemic and the government's expectation that teachers and support staff may be required to work from home if part or all of school closes or if shielding is required. The policy should ensure that there is clarity about what staff should do in terms of work expectation – it should be fair and not place an onerous burden on any staff member, or cause stress or anxiety for staff.

In the event of a school closure, the school is committed to providing continuity of education to its children and will do so through a process of remote learning, primarily via the use of the 'Seesaw' app. Extensive remote learning would apply particularly in a situation in which the school is closed for an extended period of time, but a high proportion of children and teachers are healthy, and able to work as normal from home. This policy does not normally apply in the event of short-term school closures (e.g. as a result of inclement weather) or a short-term child absence.

### 1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for children 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

When providing remote learning, teachers must be available between 8.45 and 3.15. 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 providing remote learning, teachers are responsible for:

- Setting work:
  - For your own class

- Reading skills, English, Maths and one other subject each day
- Work should be sent out on seesaw by 9:00am.
- Reading and Maths lessons should consist of a video explanation of the tasks set and where CGP books are used, a page number for the children to practice and apply what they have learned from the video.
- Other websites such as Oak National Academy, BBC Bitesize, White Rose Home Learning can be used in addition to your explanation video, but not instead of. Parents / Carers should be informed that this is to supplement the learning but is not a requirement.
- For pupils with SEND, work sent must be inline with their SEND support plans or EHCP.
- Providing feedback on work:
  - School will ensure that parents are clear about expectations of work being carried out.
  - Childrens' work should be photographed at home and sent to the class teacher via seesaw, or a document sent via seesaw if they have completed work on a computer.
  - Simple, quick feedback should be provided within 48 hours of receiving work, this may be in the form of whole class feedback or messages to parents.
- Keeping in touch with children who aren't in school and their parents:
  - Daily whole class message via seesaw, either written or a video recording. (Monday to Friday)
  - Parents / Carers will be informed that communications from them will only be answered between the hours of 8.30 and 4.30
  - If children fail to submit work please give gentle reminders through seesaw, but remember that we cannot make children submit work, it is important that we consider the wellbeing of the Parents / Carers, do not feel that you must endlessly chase work from home.
  - Safeguarding – Vulnerable families or families in need will be contacted by the Pastoral Team or SLT by phone at least once a week if their bubble is closed. Where possible, families will be given support with food through food vouchers or food boxes. Serious concerns will be reported to children's services following the safeguarding policy and procedures.
- Attending virtual meetings with staff, parents and children :
  - Staff must be dressed appropriately during recorded videos and video calls.
  - Avoid areas where there is a lot of noise, consider your background.
  - There is an expectation that staff will attend staff meetings as usual, staff will be invited via Google Meet

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during their normal working hours.

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 children who aren't in school with learning remotely:

- Posting work onto Seesaw for specific children, (as agreed with class team). For example; ideas for Motor-skills activities; ideas/video links to physical activities like Joe Wickes; Targeted Phonics resources
- Making resources that could be used with children once you return to school

Attending virtual meetings with staff:

- Staff must be dressed appropriately during video calls.
- Avoid areas where there is a lot of noise, consider your background.
- There is an expectation that staff will attend staff meetings as usual, staff will be invited via Google Meet or a similar platform.

Professional Development:

- Accessing professional development materials through platforms such as learning leads, White Rose training materials, recommended reading.

### **2.3 Subject leads**

Alongside their teaching responsibilities, subject leads 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 leads 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 by monitoring planning on the staff shared area and work sent on Seesaw
- Alerting teachers to resources they can use to teach their subject remotely

### **2.4 Senior leaders**

Alongside any teaching responsibilities, the Headteacher, Deputy Headteacher and Assistant Headteacher are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning – this will be by monitoring work set on class dojo and monitoring the work that the children send into school as a weekly sample check. Regular check-ins with teachers and subject leaders either by telephone or video platform such as Google Meet
- Leading wellbeing groups and checking in with staff regularly via WhatsApp / Text message / Google Meet
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Co-ordinating rotas should school be required close for all except Key Worker / vulnerable children

- Ensuring staff are kept informed of any updates and changes to Risk Assessments and policies
- Co-ordinating the sourcing and delivery of food boxes / vouchers if necessary
- Ensuring the communication of key information is accessible for all stakeholders, either via seesaw or the school website
- Working collaboratively with the SLT to plan for the effective return of the isolating bubble / school

## **2.5 Designated safeguarding lead**

The Headteacher alongside the Pastoral and Care Manager will undertake role of safeguarding lead. In the event of either of their absence this role will be deputised by the Deputy Headteacher and then the Assistant Headteacher.

## **2.6 IT staff**

School is supported by AVA, for internet problems they can be contacted by telephoning 0161 474 4100 or emailing [ictschools.support@stockport.gov.uk](mailto:ictschools.support@stockport.gov.uk) : for email support they can be contacted by telephone on 0161 474 2239 or email [support@ava.stockport.gov.uk](mailto:support@ava.stockport.gov.uk) IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff 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
- The Computing lead Jonny Gee can be contacted on his working days to assist with in school issues.

## **2.7 Children and parents**

Staff can expect children learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work
- Adhere to the Home/School agreement

Staff can expect Parents / Carers with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it via seesaw messages or by email between 8.45 and 3.20

## **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 Jonny Gee (Deputy Headteacher)
- Issues with behaviour – talk to the Pastoral and Care Manager.
- Issues with their own workload or wellbeing – talk to their wellbeing group leader (SLT)
- Concerns about data protection – talk to the Headteacher
- Concerns about safeguarding – talk to the DSL Mr Clarke, Headteacher, Deputy DSL or seek advice from the MASSH on 0161 217 6028

## **4. Data protection**

### **4.1 Accessing personal data**

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

- Use the school's remote learning through SSELN Citrix Stockport Remote learning platform. This will be used in-line with the school's safeguarding policy and Acceptable Use Policy. Personal details of children must never be saved onto a pen drive or personal device.
- Staff should use Chromebooks or iPads provided by school. If staff have the Seesaw app on their smartphone they can use this to message parents or respond to messages to parents. Personal details such as personal phone numbers must not be shared

### **4.2 Processing personal data**

Staff members should not need to collect and/or share personal data such as names and addresses as these are available on SIMS, SIMS can be accessed through Citrix. In the event of a new child starting school or leaving school the office staff may need to access or process personal data. Personal information may need to be shared with agencies such as Social Workers or health professionals.

However, staff are reminded to collect and/or share as little personal data as possible online, all personal information must be password protected.

### **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 any portable storage devices such as a 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
- Using Google drive to eliminate the need to store sensitive information directly onto devices.

## **5 Safeguarding**

The Headteacher alongside the Pastoral and Care Manager will undertake role of safeguarding lead. In the event of either of their absence this role will be deputised by the Deputy Headteacher and then the Assistant Headteacher.

## **6. Monitoring arrangements**

This policy will be reviewed biannually by the Headteacher and Governing Body.

## **7. Links with other policies**

This policy is linked to our:

- Behaviour policy
- Safeguarding policy
- Data protection policy
- Home-school agreement
- Acceptable use policy