LAVANT C.E. PRIMARY SCHOOL

Learning together in faith – always aiming for the best

Remote learning policy

Written:	**October 2020**
Updated:	**January 2021**
Reviewed:	**September 22**
Next Review:	**September 23**

1. Aims

The 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
- Support effective communication between the school and families

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between normal school 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 providing remote learning, teachers are responsible for the following:

Setting work :

- Teachers must set work for their class on their usual working days
  - Key Stage 1: 3 hours a day on average across the cohort, with less for younger children
  - Key Stage 2: 4 hours a day
- Each teacher will set a daily maths and English / learning journey activity, including spelling, reading and times tables tasks.
- A maths and English / LJ teaching input should be recorded and uploaded to the relevant learning platform daily. To support these videos, teachers may provide links to other online resources (e.g. Oak academy)
- Work should be uploaded onto the class SeeSaw account and class page on the school website.
- Pupils with limited access to devices can request paper copies of work to be collected from school or delivered to the pupil's home.
- All work must be set by 8:45am in the morning
- Class zoom meetings will be planned at least twice a week.

Providing feedback on work:

- Pupils/parent will be encouraged to upload images of completed work.
- If online options are not available, parents may drop off work to school to be looked at by a teacher.
- Individual comments will be given to pupils, including whole class feedback.
- Pupils isolating will be contacted weekly by a member of staff by phone. Additional email communication may take place, using the class email accounts if necessary.
- Class emails will usually be answered within working hours. Teaching staff are not expect to reply to emails outside of working hours.
- The Head teacher and Deputy head teacher will be available via phone or email if any parent has a query or concern. The HT is able to access all class emails to monitor / safeguard, teachers email communication with parents.
- Pupils not engaging with online work will be contacted by phone to discuss how we can engage them in learning tasks.

Weekly staff zoom meetings with other teachers, including those teaching in school, will ensure consistency across classes and to make sure pupils with limited access to devices can still complete the work

Attending virtual meetings with staff, parents and pupils using Zoom:
Guidance for setting up a meeting

- Use a different personal meeting ID for each meeting
- Ensure your meeting is password protected
- Enable waiting room - don't allow attendees to join before host

- Ensure host and visitors video is 'on'
- Ensure you know how to Mute attendees
- Turn screen sharing off
- Don't publicise your meeting's link on social media
- Don't take screen shots of everyone
- Tell people what the Plan B is (ie. if you do have to abort the meeting where will the meeting move to and how can people rejoin)

For Zoom sessions to be successful and safe, teachers and parents will need to agree to the following guidance for live zoom sessions:

- Links to the session cannot be shared with anyone not on the original email distribution list
- All participants must be dressed appropriately (no pyjamas), check the background to your image to ensure it is appropriate and contains no personal or inappropriate material.
- 'Normal' classroom expectations of behaviour will apply
- No one is to record or share any images from the video conference lesson you are taking part in.
- Ensure you know how to turn off your microphone and video in case you need to do this at any point during the zoom session
- If there is a large amount of background noise, please turn off your microphone

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between usual working school hours.

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 assisting with remote learning, teaching assistants are responsible for:

- Compiling paper packs of work set by the class teacher
- Preparing resources / materials for display.
- Attending virtual meetings with teachers, parents and pupils
- If teaching assistants are working in school, they will be assigned a group of children to support. This may not be their usual class.
- Teaching assistants may be asked to completed CPD tasks remotely from home during their usual working hours.

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
- Alerting teachers to resources they can use to teach their subject remotely

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Pupils and parents

Staff can expect pupils 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

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work. Ensure their child adheres to the zoom protocols
- Seek help from the school if they need it
- Be respectful when making any concerns known to staff
- Support children, where possible, to access their learning

2.6 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 or member of senior leadership
- Issues with behaviour – talk to the Head teacher (Adrian King)
- Issues with their own workload or wellbeing – talk to the Head teacher (Adrian King)
- Concerns about data protection – talk to Bursar (Sian Kemp)
- Concerns about safeguarding – talk to the DSL (Adrian King / Dan Taylor)

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:
Work from our remote server and ensure personal information is not stored on personal devices.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses 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 portable hardware and memory devices 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 locks if left inactive for a period of time
- Not sharing the device among family or friends

5. Safeguarding

The schools Safeguarding policy (2022 / 23) will continue to take effect. If neither the school's DSL or Deputy DSL is contactable, Mr. Chris Williams (Headteacher at West Dean CE Primary School) will support in all safeguarding matters.

6. Monitoring arrangements

This policy will be reviewed in September by the Headteacher. At every review, it will be approved by the full governing body.
Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding /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