



Remote Learning Policy 2020

Date Issued:	October 2020
Prepared by:	Head Teacher
Review date:	October 2020
Date Adopted by Governing Body:	

Rationale

This policy is to support teaching and learning in the event of either a bubble going down or a child self-isolating at home due to Covid-19. At Durham Lane Primary School, we wish to ensure that all children, as much as possible, have equal access to education, whether they are being taught at school or at home.

Aims

This remote learning policy for staff aims to:

- Ensure consistency in the school's approach to remote learning;
- Set out expectations for all members of the school community with regards to remote learning;
- Provide appropriate guidelines for data protection;
- Ensure equal opportunities for all children.

Roles and responsibilities

1.1 Teachers

- If the bubble closes and teachers are working from home, they must be available between 9am and 3.30pm;
- 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 between 7am and 3.30pm on the designated absence number. If it affects the completion of any work required, teachers must ensure that arrangements have been made with Key Stage leaders or SLT to ensure work is completed.

Teachers are responsible for:

➤ Setting work:

- Creating a weekly timetable of work for their year group in liaison with their Key Stage Leaders. All learning should be set on Seesaw, unless an arrangement has been put in place for an individual with the approval of the Head Teacher. This must include subjects from across the curriculum.
- Creating Zoom links for 'live lesson' which should be sent to children on a daily basis via Seesaw.
- Teachers can adapt how many groups are in their 'live lessons' to meet the needs of their class
- Online line safety curriculum to be followed at [thinkuknow website](#). The page has been created to support parents during COVID-19 and the closure of schools. Online e-safety lessons should be incorporated into weekly and daily teaching.
- Teachers are to be mindful when they are undertaking Zoom calls from home.
- Teachers must call from a place at home, which has a blank background. They must ensure the call is from a quiet setting, making sure other members of their family are aware that they are on a Zoom call.
- **All staff when conducting a zoom call are to invite Helen Gregory or another member of staff into their zoom call e.g. TA who is attached to their bubble.**

➤ Providing feedback on work:

- Pupils are to send back all learning via the Seesaw app. Staff are expected to respond to home learning within 2 days of the work posted.
- Feedback on work will play an imperative part of the home learning. Continuous dialogue from home and school will provide accountability for all learners to ensure they are active learners.
- Teachers can send back learning if required.
- Feedback can be written, audio or video, depending on the home learning task.
- Teachers will reinforce e-safety with the children and the importance of their digital footprint.
- Staff will reinforce e-safety with children and what are appropriate and encouraging comments.

➤ Keeping in touch with pupils and parents:

- Weekly announcements will be sent to classes
- Any inappropriate comments are to be dealt with professionally by the class teacher and the Headteacher should be informed of the communication. If necessary, teachers will contact the Key Stage Team Leader or the Head/Deputy Head Teacher for advice.
- Teachers are to attempt to make contact with all pupils in their class every day via Seesaw. If a child does not complete any work on Seesaw during the day, teachers will inform the Head Teacher who will make direct contact with the parent. Education and home learning is statutory and compulsory.
- Marking and feedback should be constructive, positive and provide praise and any points for development.

1.2 Teaching assistants

Teaching assistants must be available during their contracted hours. During this time they are expected to check work emails and attend zoom meetings, as appropriate. 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
- When requested by the Class teacher/DHT or HT

1.3 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – SLT
- Monitoring the effectiveness of remote learning – reviewing work set by teachers weekly, monitoring Seesaw, monitoring correspondence between parents and teachers - HT

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations -HT

1.4 Designated safeguarding lead

The DSL Helen Gregory is responsible for:

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

See the COVID-19 amendments to the Child Protection Policy

1.5 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 systems and flagging any data protection breaches to the data protection officer -DH;
- Assisting pupils and parents with accessing the internet or devices.

1.6 Pupils and parents

Staff will expect pupils to:

- Be contactable during the hours of the school day 9am – 3.30pm – 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 will expect parents to:

- Seek help from the school if they need it – staff should be available during the working day to deal with any queries regarding home learning. Messages are to be sent via the pupils' Seesaw app;
- Be respectful when making any complaints or concerns known to staff .

1.7 Governing body

The governing body 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.

2. 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 Miss Drew, Mr Beane Or Mrs Gregory who will contact Oneit if needed
- Issues with their own workload or wellbeing – talk to their Key Stage Leader or DHT/HT
- Concerns about data protection – talk to the data protection officer Concerns about safeguarding – talk to the DSL Mrs Gregory

All staff can be contacted via the school email addresses

3. Data protection

3.1 Accessing personal data

When accessing personal data, all staff members will:

- Have access to CPOMS to record any parent contact or concerns about children. This is accessed via a secure password. Staff must ensure they log out after use and will not allow access to the site to any third party;
- Teachers are able to access parent contact details via SIMS ;

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

3.2 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.

3.3 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 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 .

4. Safeguarding

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

COVID-19 amendments to the Child Protection Policy.

This policy is available on our website.

5. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government. At every review, it will be approved by Mrs Gregory (Headteacher) and SLT.