

Learning and living as children of God

(Ephesians 5:1)(You are God's children whom he loves. Try to be like God)

Deerhurst and Apperley C of E Primary School



Remote/Home Learning Policy.

September 2020

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1. Aims

This 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

2. Roles and responsibilities

See roles and responsibilities listed below

2.1 Teachers

When providing remote learning, teachers must be available between 08.30 – 4.30pm Monday to Friday.

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 –:

- Provide work and set it for their own classes and assist in providing work for other classes if a teacher is incapacitated
- Work set will be equal to five days of curriculum teaching each week of the school term
- The work will need to be ready and set by 4pm the day before
- work should be uploaded to the Seesaw learning platform and referenced links on their class website pages where appropriate.
- co-ordinate with other teachers where needed using emails or messaging on the online platform (eg SEN)
- Ensure that resources are printed and packs provided for those children identified as needing them so they can still complete their work

Providing feedback on work :

- Teachers need to access completed work from the online platform
- feedback with pupils will be via the platform posting opportunities
- finish sharing feedback on completed work will be at the deadline given for the completed work

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

- staff to make regular contact with pupils not in school via the online platform
- expectations on teachers for answering emails from parents and pupils – will be within school working hours
- Safeguarding concerns need to be referred to the DSL
- Discuss behaviour issues and alert parents to unfinished work etc

Attending virtual meetings with staff, parents and pupils –

- Dress code
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)
- Teachers will be responsible for blended learning, completing learning in school and the possibility of remote learning (in the event of a lockdown rotas will be put into place again)

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between their usual working hours, unless otherwise negotiated

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 under the guidance of the class teacher

- Named pupils they will be supporting

Attending virtual meetings with teachers,

- Smart dress code
- avoid areas with background noise, nothing inappropriate in the background

If teaching assistants are working in school they will support in school and not remote learning.

2.3 Subject leads and SEND

Alongside their teaching responsibilities, subject leads/SEND 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/ interventions to make sure all work set is appropriate and consistent

Working with other subject leads 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 – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set

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

2.4 IT leaders

Alongside any teaching responsibilities, IT leaders, along with the HT are responsible for:

Co-ordinating the remote learning approach across the school

Monitoring the effectiveness of remote learning – checking in on teachers, checking work set

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

2.5 Designated safeguarding lead

The DSL is responsible for:

Safeguarding Policy and any other safeguarding concerns

2.6 Admin and county staff

Are responsible for:

Insert details, such as:

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

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

Be contactable during the school day

Complete work to the deadline set by teachers

Seek help if they need it, from teachers

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

Seek help from the school if they need it – if you know of any resources staff should point parents towards if they're struggling, include those here

Be respectful when making any complaints or concerns known to staff

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 the relevant subject lead or SENCO

Issues with behaviour – talk to HT

Issues with IT – talk to IT staff

Issues with their own workload or wellbeing – talk to their HT

Concerns about data protection – talk to the data protection officer (HT)

Concerns about safeguarding – talk to the DSL (HT)

4. Data protection

4.1 Accessing personal data

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

How they can access the data, secure on SS

Which devices they should use to access the data – School devices or encrypted other devices where needed

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 permission has been sought for SeeSaw use of data

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 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

5. Safeguarding

SG Policy

Risk online

Young people will be using the internet more during this period, especially as they access some learning activities. Staff will be aware of the signs and signals of cyberbullying and other risks online and apply the same child-centred safeguarding practices as when children were learning at the school.

- *The school continues to ensure appropriate filters and monitors are in place*
- *Our governing body will review arrangements to ensure they remain appropriate*
- *The school has taken on board guidance from the UK Safer Internet Centre on safe remote learning and guidance for safer working practice from the Safer Recruitment Consortium.*
- *Staff have discussed the risk that professional boundaries could slip during this exceptional period and been reminded of the school's code of conduct and importance of using school systems to communicate with children and their families.*
- *Children and young people accessing remote learning receive guidance*

Parents and carers have information via the website about keeping children safe online with peers, the school, other education offers they may access and the wider internet community. We have set out the school's approach, including the sites children will be asked to access and set out who from the school (if anyone) their child is going to be interacting with online. Parents have been offered the following links:

- *Internet matters - for support for parents and carers to keep their children safe online*
- *South West Grid for Learning - for support for parents and carers to keep their children safe online*
- *Net-aware - for support for parents and careers from the NSPCC*

- *Parent info - for support for parents and carers to keep their children safe online*
- *Thinkuknow - for advice from the National Crime Agency to stay safe online*
- *UK Safer Internet Centre - advice for parents and carers*
- *Free additional support for staff in responding to online safety issues can be accessed from the Professionals Online Safety Helpline at the UK Safer Internet Centre.*

6. Monitoring arrangements

Deerhurst and Apperley C of E Primary School

Monitoring and Review

This written policy was drawn up by the Headteacher after consultation with staff and Governors, and will be formally reviewed on a regular basis in accordance with the School Development Plan. This policy was approved by email with reference to Governors F&P 23/9/20 and FGB 7/10/20.

Approved by Governors

Signed:  Chair of Governors Date:7/10/20

Signed:  Head teacher Date:7/10/20

Policy reviewed and approved by governors September 2020 (email correspondence due to COVID restrictions)

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Esafety Policy
- ICT and internet acceptable use policy
- Electrical devices policy

In the event of a lockdown the following will be actioned:

 <h3 style="margin: 0;">COVID Home Learning Protocol (Parents)</h3> <p style="margin: 0;">In the event of a positive COVID test for a staff member or child:</p> <p style="margin: 0;">The year group consisting of all children and the relevant staff will be asked to isolate for 14 days</p>	
<p>Parents will:</p> <ul style="list-style-type: none"> • Provide opportunity for children to access lessons at home • (Desk-tops/ laptops/ tablets are ideal. If there is an issue with providing these, please contact school who will do what they can to help) • Download SeeSaw online platform, which should have been downloaded in a previous testing • Ensure children log-in to each lesson and complete follow-up work • Ensure work is uploaded to their journal/page each day or when required to do so by the class teacher • Phone school in the usual way if their child is ill 	<p>School will:</p> <p><u>On the first day of home learning the class teacher will:</u></p> <ul style="list-style-type: none"> • Add a TT of expectations • Add weekly home learning to the child's journal/ page • Post links for daily video lessons to White Rose Maths and Oak academy, where appropriate for other subjects and any other videos as appropriate • Other subjects will be posted on school learning grid (like that seen in the previous lockdown) <p><u>On the second and subsequent days of home learning:</u></p> <ul style="list-style-type: none"> • There will be 2/3 lessons available for each day and the time length will depend on age of children but will reflect school. • The lessons will primarily be English (writing/reading and Maths;

<ul style="list-style-type: none">• Ensure children are logged on to See Saw• Ensure online safety guidance is followed• Ensure any work relating to the day's sessions has to be uploaded to individual portfolios by 3pm and children will be registered as 'attending' when the work has been uploaded• Ensure messages to staff are sent during the school day 08.30-3.30pm or if they are sent at times outside of this the expectation will be that they are responded to during school hours	<ul style="list-style-type: none">• The class teacher will set follow up work to be completed after the lesson. Any worksheets will be downloaded and added to SeeSaw• Class teachers will take a register of those children taking part in the HL and lessons 'attended'• Class teachers will give a general comment for the work uploaded and will use the work to inform their teacher assessment
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