St Michael's Church of England Primary School

Remote Learning Policy

Our Vision

Whoever you are, wherever you're from, whatever you believe, we welcome you into our loving, learning community. This is a place that nurtures everyone with the wisdom and resilience to face all that life brings. Each and every person has the opportunity to flourish here and achieve their God-given potential.

Contents

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

2.1 Teachers

When providing remote learning, teachers must be available between 9-12am and 1-3.30pm

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 absence procedure – contact Headteacher by phone– once notified, the SLT will post a message on the relevant class dojo so that parents/carers are informed.

When providing remote learning, teachers are responsible for:

Setting work –

- o Provide work for their year group
- o To include maths, English and an afternoon subject
- o English for KS2 to include reading and SPaG

- o English for KS1 to include phonics
- o Year R. Year 2, Year 2, Year 3 and Year 4 – daily work will be online by 9am each day
- o Year 5 and Year 6 will have their work uploaded for the week by 9am each Monday morning
- o Work for Year R and KS1 will be uploaded to class dojo.
- o Work for KS2 will be uploaded to Google Classroom.
- o Teachers to co-ordinate with the FLO if pupils are having difficulty accessing a device.
- o SENCo's advice to be sought if pupils are having difficulty accessing the learning due to their learning needs.

Providing feedback on work:

- o Maths feedback will be provided for pupils by the end of the day
- o Pupils will receive written comments on their writing at the end of each week

Keeping in touch with pupils who aren't in school and their parents – cover details like:

- o Teachers to monitor children accessing learning online (see flow chart)
- o Teachers are not to respond to emails/dojos outside of working hours
- o If teachers receive any complaints or concerns from parents/carers they should refer to SLT and record on CPOMs
- o Any safeguarding concerns should be referred to DSLs via CPOMs
- o Any behavioural issues, such as failing to complete work should be handled by the Class Teacher in the first instance, if the behaviour persists it should be referred to a member of the SLT.

Attending virtual meetings with staff, parents and pupils

- o Dress code – smart,casual
- o Avoid areas with background noise, ensure there is nothing inappropriate in the background

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9-12am and 1-3.30pm

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 absence procedure. When assisting with remote learning, teaching assistants are responsible for:

Responsibilities:

Supporting pupils who aren't in school with learning remotely – the class teacher will tell you which children you need to support and how

Attending virtual meetings with teachers, parents and pupils:

- o Dress code – smart casual
- o Avoid areas with background noise, ensure there is nothing inappropriate in the background.

o   GDPR/Safeguarding - Ensure that the meeting cannot be overheard by anyone in your household

Working in the school – the class teacher or member of the SLT will explain your responsibilities within the hub

2.3 SENCo

To co-ordinate remote learning for children with SEND across the school

Liaise with parents/carers of children with SEND

Work with class teachers to ensure adequate provision for SEND children

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

Facilitating weekly staff meeting

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 Designated safeguarding lead

The DSL is responsible for: see Safeguarding Policy

2.6 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 with school computers by remote access – computer user has to allow IT to have remote access

Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

Be contactable during the school day – although 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

Seek help from the school if they need it

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, Deputy Headteacher or SENCO

Issues with behaviour – talk to a member of the SLT

Issues with IT – talk to IT staff

Issues with their own workload or wellbeing – talk to the Co-headteachers

Concerns about data protection – talk to the Office Manager

Concerns about safeguarding – talk to the DSL

4. Data protection

4.1 Accessing personal data

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

Access the data using either Google Classroom or Class Dojo which both have secure access

Use school devices to access data

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

Talk to your IT staff if you want to include details on how to put these measures in place.

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

See Safeguarding Policy (September 2020)

6. Monitoring arrangements

This policy will be reviewed yearly by SLT and IT Manager.   At every review, it will be approved by the Local Governing Body.

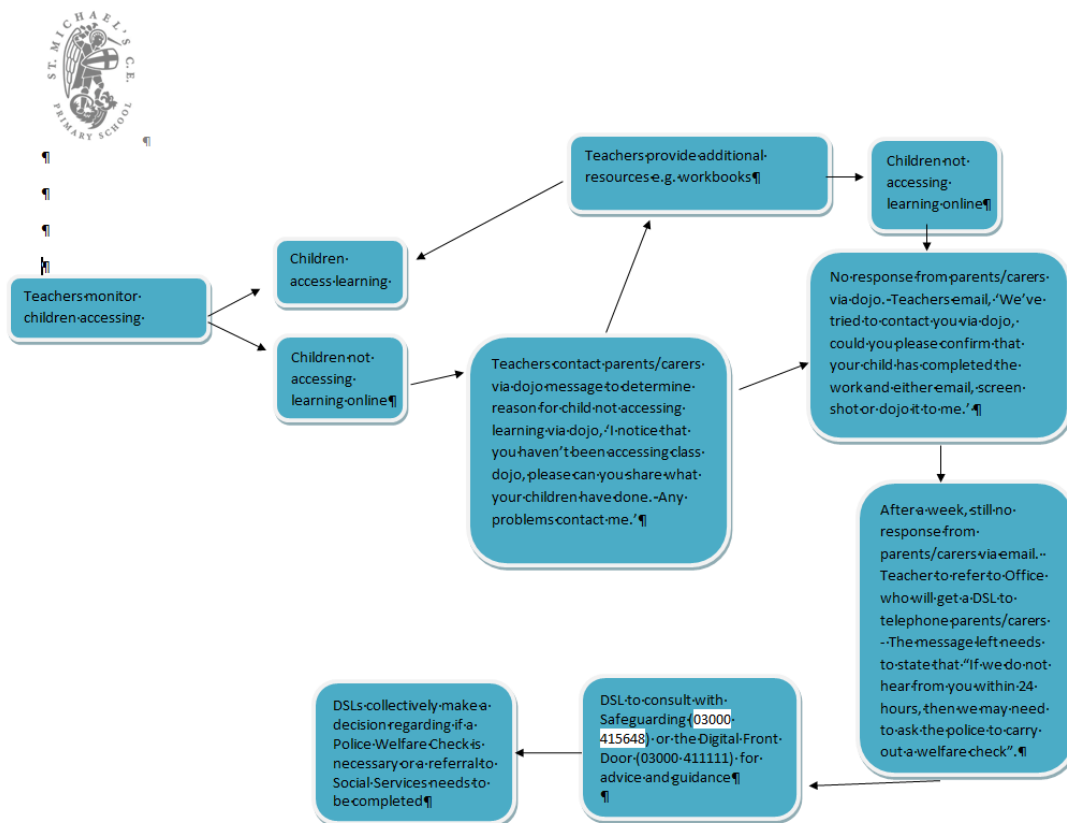# 7. Links with other policies

This policy is linked to our:

● Positive Relationships policy

● 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

● Flow chart re learning

Teachers monitor children accessing

Children access learning

Children not accessing learning online

Teachers provide additional resources e.g. workbooks

Children not accessing learning online

Teachers contact parents/carers via dojo message to determine reason for child not accessing learning via dojo, 'I notice that you haven't been accessing class dojo, please can you share what your children have done. Any problems contact me.'

No response from parents/carers via dojo. Teachers email, 'We've tried to contact you via dojo, could you please confirm that your child has completed the work and either email, screen shot or dojo it to me.'

After a week, still no response from parents/carers via email. Teacher to refer to Office who will get a DSL to telephone parents/carers. The message left needs to state that "If we do not hear from you within 24 hours, then we may need to ask the police to carry out a welfare check".

DSL to consult with Safeguarding (03000 415648) or the Digital Front Door (03000 411111) for advice and guidance

DSLs collectively make a decision regarding if a Police Welfare Check is necessary or a referral to Social Services needs to be completed