Remote Learning Policy

Oakfield Junior School

Policy Name	**Remote Learning Policy**
Policy Number	
Version Number	1
Policy Owner	Head

Governing Body or Working Group Approval	Teaching and Learning
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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 8:30-3:30 *See timetable for remote learning mainstream provision.*

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:

- o Adapted planned lessons consisting of a daily task/powerpoint/flipchart for English, Maths and one other Subject will be uploaded onto the pupils Google Classroom page each day.
- o Some topics may be provided through Oak Academy or White Rose
- o Google Meet will be used by the teacher x3 a day to outline, support and assess the learning
- o Guidance will be given by the teacher via Google Classroom message board.
- o Daily Q&A session via Google Classroom will take place at the end of the day, during this time teachers will respond to messages/questions from pupils.
- o Work must be uploaded/submitted via Google Classroom by pupils by 3:15 pm.
- o Pupils can access further online learning support for Maths and English (TTRockstars, Doodle Maths/English/Spelling, SPAG.com, Espresso, Activelearn Abacus/Wordsmith)
- o Pupils accessing remote learning will be following the same timetable and accessing the same curriculum as pupils onsite.
- o One class teacher and relevant support staff will be delivering the curriculum onsite while the other class teacher will be deliver the same curriculum remotely to ensure consistency across the year.
- o Pupils with limited access to devices will be able to access a device from school
- o All pupils (whether accessing their learning onsite or remotely) have been given the same work pack which can be completed without using a devise consisting of CGP workbooks, text books, worksheets, exercise books etc. to support their learning

> Providing feedback on work:

- o Teachers can access all work completed by pupils and will provide relevant feedback (verbal/written) via Google Classroom/Meet
- o Teachers will provide opportunities for pupils to evaluate and assess their learning during each learning session e.g. mark work together

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

-Teachers will register all pupils daily (offsite via Google Meet) and (onsite via Sims).

-Parents of pupils (onsite) who are absent and the reason for absence is unknown will be phoned in accordance with the schools standard attendance policy.

-Parents of pupils (offsite) who are absent and the reason for absence is unknown will be emailed on the second day of absence by the class teacher and phoned by the office on the third day of absence as part of the schools well-being check. If pupils have not engaged in more than three days online learning the Headteacher will phone the parents to establish the reasons for lack of engagement.

-Pupils who were receiving Thrive 1:1 emotional/social support will continue with their sessions (online via Google Meet or onsite)

-Teachers check their emails daily and aim to respond to emails within 24hrs however parents are asked to email or phone the office if a response is needed sooner and/or the message/question is important

-Any complaints or concerns shared by parents and pupils or behavioural issues (such as failing to complete work) will be responded to by the class teacher in the first instance and will be shared with the year group leader. If the problem can not be resolved, the relevant assistant head teacher/headteacher will deal with the concern or complaint.

-Any safeguarding concerns will be shared with the Designated Safeguarding Lead/Deputy DSLs

> Attending virtual meetings with staff, parents and pupils:

- o   Dress code outlined in staff behaviour/code of conduct policy
- o   Locations: quiet and appropriate background

Year groups will decide how best to manage onsite and remote learning provision e.g. alternate weeks/one teacher is responsible for remote learning and the other onsite learning/streaming lessons in school to pupils learning remotely. Teachers will work together to ensure the same lessons and relevant resources are accessible to all pupils whether they are accessing learning onsite or remotely. Teachers will receive their allocated PPA entitlement but may only receive additional subject/area leadership time if staffing capacity allows for it.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between their regular contracted hours (e.g. 8:30-12:15). Teaching assistants will remain onsite and support those pupils who are in school as well as supporting as many of their pupils as possible during their regular contracted hours who are offsite remotely by delivering interventions e.g. Fresh Start & Read Write Inc.

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. Year Group Leader/Line Manager/Headteacher should be informed by 7:00 am on the first day of absence. First day of absence as a result of having to care for a dependent is paid there after it is unpaid.

Teaching assistants may be redeployed to support pupils in need in other classes.

2.3 Subject/Area Leads

Alongside their teaching responsibilities, subject/area 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

> Monitoring the remote work set by teachers in their subject – through regular meetings with teachers or by reviewing work set

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

> Ensuring pupils who fall under their areas of responsibility e.g. Pupil Premium, SEND & Off Track are receiving appropriate support (online or remotely).

> Ensuring pupils who were accessing support and were named on the schools intervention plan still receive appropriate support (online or remotely).

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

> Co-ordinating the remote learning approach across the school (ICT leader with support of SLT)

> Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set and through 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 child protection policy and addendum for further information on safeguarding procedures

- Monitoring the well-being of all pupils especially vulnerable pupils and families and offering appropriate support through ELSA/Thrive/Onsite Provision/Home School Link Worker

2.6 IT staff

IT leader and technical support staff from Class Master 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 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 by contacting the class teachers/school office/visiting the home learning section on the website

> 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 differentiating work – talk to the relevant subject teacher or SENCO

> Issues with behaviour – talk to the relevant head of year

> Issues with IT – talk to IT leader or Class Master technical support team

> Issues with their own workload or wellbeing – talk to their line manager and/or headteacher

> Concerns about data protection – talk to the data protection officer

> 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 data on secure cloud school server and/or rmunify google classroom

> Use staff laptops 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

Further tips can be accessed in this article on GDPR and remote learning.

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. Monitoring arrangements

This policy will be reviewed annually by Headteacher and ICT leader. At every review, it will be approved by governors.

6. Links with other policies

This policy is linked to our:

> Behaviour and Anti Bullying policy and coronavirus addendum

> Child and Safeguarding protection policy and coronavirus addendum

> Data protection policy and privacy notices

> Home-school agreement

> ICT and internet acceptable use policy

> Online safety policy