

Tylers Green First School



Remote learning policy

September 2020

At Tylers Green First School, children are placed at the heart of all decision making. Our School Values underpin all of our work and we endeavor to ensure that all decisions are made in the best interests of the children. Our School values of **Safe, Happy, Creative, Learning and Successful** directly relate to the application of this policy.

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

Roles and responsibilities

Teachers

When providing remote learning, teachers must be available between 08.30 and 3.45, as agreed by the Headteacher. This may be via telephone or email contact.

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.

Live lessons will not be offered and there will be no live streaming of teaching within school.

When providing remote learning, teachers are responsible for:

For closure of a class, year group or the school

Set work for their own class or set of pupils. Year groups may like to agree with the Headteacher to organise this workload between the members of the year group.

The work could be set weekly but should include:

- Daily English and Maths lessons to include phonics.
- One topic based lesson daily
- An indication of where to find online resources for parents.

Weekly planned lessons should be uploaded to the school website by Monday 8am of the week in which it is to be taught. If for part weeks, then by 8am for the day in which it is to be taught.

Lessons should be a blend of video content, and written instructions. Video lessons may be made by the class teacher or parents may be directed to video lessons from the following (or suitable alternatives):

- White Rose
- Oak Academy
- Discovery Education

Teachers are expected to have viewed the content of the lesson or website to ensure that it is suitable and of high enough quality to support learning.

Teachers should be mindful that families may not have access to resources that are widely available in schools. Lessons should be planned to use household items if needed – eg using ketchup and washing up liquid when investigating in Science or using kitchen scales for weighing or counting with clothes pegs/cutlery in maths. Lessons should be engaging and fun for pupils and families to do together. Families may not have access to a printer, and teachers should be mindful of the cost of printing. A worksheet heavy approach is discouraged.

Feedback can be delivered to the parents via the office email address.

For individual or small groups of pupils isolating:

- Signpost parents to online learning lessons that are in line with learning provided in class. This is likely to be a combination of Oak Academy, White Rose and Discovery Education.
- Assign books and phonics games on Bug Club to the pupil or group of pupils.
- Assign maths games on Numbots to the pupil or group of pupils.
- Send (via the office email work) that can be completed by the pupil at home which is in line with the learning provided in class.
- Provide feedback to the pupil and parent on their return to school.

Learning as described above should be provided to the parent via email within 1 working day of a request being made.

Feedback and pupils not engaging

Teachers are expected to reply to queries from parents within 2 working days of an email being sent. Teachers are not expected to reply to emails in the evening, weekends or during school holidays.

General feedback and instructions can be uploaded via video or blog.

Staff will not respond to children on a child's own email address. All communication will need to be through a parent's email address.

Where a pupil or family are not engaging with the online learning process, the class teacher should inform the Headteacher. On an individual case by case basis, under direction of and with support by the Headteacher, the class teacher may be asked to make a weekly telephone call to the family to keep in touch.

Online meetings for teachers in isolation

Live meetings online that are not in school should only be undertaken with the full knowledge and permission of the Headteacher to ensure that the staff member is suitably supported and safeguarded. If necessary the teacher should record the meeting and inform the parents that this is happening.

Class teachers should not attend live online meetings with parents/ children from their own home without a plain or suitable virtual background and should ensure that there are no other adults in the room whilst the call is taking place.

During professional meetings online teachers should adhere to the school dress code where this is practicable for them. (For example no tops with logos).

Live meetings will be conducted via TEAMS.

Subject leads/SENCO

Alongside their teaching responsibilities, subject leads are responsible for:

Supporting colleagues to plan for their subject by ensuring that the progression documents for their subject are up to date and follow the national curriculum/EYFS early learning goals.

Supporting colleagues by signposting to online content and where applicable viewing the online content provided and giving feedback under the direction of the Headteacher.

Headteacher and Assistant Headteacher

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 feedback from parents and teachers
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Designated safeguarding lead/Deputies

The DSL and Deputies are responsible for ensuring that all adults in school follow the safeguarding procedures as set out in the Safeguarding policy and the COVID-19 annex to the Safeguarding policy

Pupils and parents

Staff can expect pupils learning remotely to:

- Complete work to the deadline set by teachers
- Seek help if they need it
- 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
- Be aware of their child's online safety and ensure that appropriate measures are in place to safeguard their child online.

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

Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting work - discuss with Subject Lead or SENCO
- Issues with their own workload or wellbeing – talk to the Headteacher
- Concerns about data protection – talk to the Headteacher
- Concerns about safeguarding – talk to the DSL or Deputies

Data protection

Accessing personal data

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

- Staff will access data from the School's remote server or approved web based platforms (eg Bug Club) using only devices provided by the school.
- Staff will not use any web based products using pupil data unless authorised by the Headteacher.

Processing personal data

Staff members may need to collect and/or share personal data such as such as parent 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.

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
- Keeping operating systems up to date – always install the latest updates

Safeguarding

The school's safeguarding policy and the addendum to the policy can be found under "safeguarding" on the school website. Teaching staff have also received training on KCSIE 2020 which included awareness of online safeguarding issues.

Monitoring arrangements

This policy will be reviewed annually by the Headteacher. At every review, it will be approved by the full governing board.

Links with other policies

This policy is linked to our:

- Behaviour 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