



# Hampreston CE (VA) First School

*To Love God and to Love one another.*

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## Remote Learning Policy 2020-21

Version 1.0



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## Contents

1. Aims .....	3
2. Roles and responsibilities .....	3
3. Who to contact .....	6
4. Data protection .....	6
5. Safeguarding .....	7
6. Monitoring arrangements.....	7
7. Links with other policies .....	7

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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
- Ensure pupils unable to attend school remain fully included within the school community.
- Continue to ensure that every child receives the best education the school can provide them.
  - Ensure that remote education is integrated into the curriculum so it is an essential part of the school curriculum, alongside classroom teaching, or in the case of a local lockdown.

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## 2. Roles and responsibilities

### 2.1 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- If the class teacher is unwell and unable to lead remote learning, then non-class-based teachers and/or Senior Leadership team will take direct responsibility for this. [*This may include TA-supervised learning with Remote input from the teacher.*] If this is the case, home learning provision and systems may need to be adapted so that school leaders can continue to manage their leadership roles while carrying out remote learning for the class.

### 2.2 Designated safeguarding Lead/s

The DSL is responsible for: Safeguarding concerns, including those related to Remote Learning Please refer to Child Protection and Safeguarding Policy.

### 2.3 Teachers

When providing remote learning, teachers must be available between 8:30am and 3:30pm on their working days (*not including a suitable lunch break*).

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:
  - Teachers will provide learning for their current class. The amount of work they need to provide daily is one Maths and English lesson, plus 3/4 lessons for foundation subjects each week.
    - Daily phonics lessons will be planned for KS1 and SPAG lessons for KS2.
  - Teachers will use resources provide by the Oak National Academy, White Rose Maths and BBC Bitesize, as well as other resources identified by school curriculum leaders.
  - The work will be set weekly.

- Teachers will save weekly learning packs on the Staff Drive and/or Teams/OneDrive by the preceding Wednesday am. The packs will then be printed by staff who are on site, ready for parents unable to access online learning to collect.
- The work will be uploaded to Seesaw (or Microsoft Classroom) by 3pm the preceding Friday.
- Teachers will outline the work daily via Seesaw by 9am.

➤ Providing feedback on work:

- Pupils will upload work to Seesaw. All work submitted will be acknowledged by the class teacher.
- Feedback will be given for English and Maths on an individual, group or whole class basis.
- Feedback will be age appropriate and shared in a timely manner: 3-4 times per week

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

- In the case of a national or local lockdown, Teachers will call pupils/parents at least every 3 weeks.
- **Any concerns should be recorded on My Concern and DSL's alerted.** Urgent safeguarding concerns must be alerted by phone call and/or CHAD contacted ([01305 228558](tel:01305228558))
- In the event of a self/class bubble isolation, communication will be via Seesaw. If there has been no communication from either a parent or child via Seesaw by day 3 of lockdown/self-isolation period starting, teacher or SLT member will call parents/pupils on day 4.
- Vulnerable pupils will be called weekly - CP/EHCP/identified pupils, this will be done by SENCO/DSL.
- Emails received from parents and pupils are to be checked between 9am and 3pm, Mon- Fri.
- Teachers should respond to pupil/parent emails within 48hours.

➤ Attending virtual meetings with staff, parents and pupils:

- Staff who are unable to be onsite are still expected to attend usual staff meetings via Teams on the working days.
- When meeting, it is expected that the staff find a suitable place to hold the meeting, avoiding noise or unnecessary distractions. Staff must also be aware of their surroundings when on camera and must follow the **Covid-19 Safeguarding and Child Protection Policy** – Appendix 1 of the Child Protection Policy – at all times.

➤ Remote learning responsibilities for isolating children

It is the expectation of the DfE that children who are isolating should not miss out on their education and should have suitable, curriculum-linked work set. Therefore, staff should:

- Ensure that work is available for isolating pupils and is uploaded to Seesaw by **9:00am on Day 2** of isolation. Where work can be set on Day 1, it should be – *however, this will depend on the notification period given.*
- Where practical, ensure remote learning matches lessons being taught that day.
- Lessons may be streamed live as and where is suitable and/or practical.

## 2.4 Teaching assistants

When assisting with remote learning from home, teaching assistants must be available between 9am and 3pm.

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
  - When requested by the SENCO.
  - Will liaise with class teachers to support planning and resourcing differentiated learning.
- Supporting pupils who are in school
  - In the instance of a class teacher isolating, but not the pupils, Teaching Assistants may be required to support in-class learning and supervision under the direction of the class teacher (virtually), the SENCO or members of Senior Leadership.

## 2.5 Subject leads

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

- Monitoring the work set by teachers in their subject
- Review work set weekly. This will be available on the T drive.
- 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, and deadlines are being set an appropriate distance away from each other
- Alerting teachers to resources they can use to teach their subject remotely

## 2.6 Pupils and parents

Staff can expect pupils to:

- Be contactable during the hours of the school day 9am – 3pm – although they may not always be in front of a device the entire time
- Seek help from teachers if they need it.
- Alert teachers if they're not able to complete work

Staff can expect parents to:

- Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff
- Make requests for paper packs by 9am Wednesday.

## 2.7 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 remote learning systems are appropriately secure, for both data protection and safeguarding reasons

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### 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/ Line Manager
- Issues with behaviour – talk to the Headteacher/Assistant Headteacher/s
- Issues with IT – contact Trailblaze IT: <http://helpdesk.academyit.cloud/secure/Dashboard.jspa>
- Issues with their own workload or wellbeing – talk to the Headteacher/Assistant Headteacher
- Concerns about data protection – talk to the Headteacher/Assistant Headteacher
- Concerns about safeguarding – talk to the DSLs

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### 4. Data protection

#### 4.1 Accessing personal data

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

- All staff have access to My Concern to record any parent contact or concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party.
- Teachers are able to access parent contact details via SIMS using a Remote Desktop and secure password. Do not share any details with third parties and ensure SIMS/Remote Desktop is logged off.
- School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils

#### 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

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

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## 5. Safeguarding

Please refer to the Child Protection Policy, Procedure and Guidance 2020-21 Document and the COVID Safeguarding and Child Protection Policy (Appendix 1).

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## 6. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government by Tim Williams and/or Senior Leadership. At every review, it will be approved by SLT.

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## 7. 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
- Online safety policy