Smith's Wood Primary Academy

Remote Learning Policy

Created on:	9th September 2020
By:	V. Hudson
Approved on:	18th September 2020
Signed on behalf of Governing Body:	N. Henderson
Role:	Chair of Governors
Next review date: (biannually)	March 2021

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 when an individual pupil is self-isolating

2.1 Teachers

There may be instances when a child needs to self-isolate at home, when the school and class bubble are still open. In these instances, the teacher must provide remote learning for this child.

When providing remote learning to individual children, teachers are responsible for:

> **Setting work:**

EYFS

- o   Staff will email the parent with a weekly overview of activities and resources. On the overview, there should be a section for continuous provision planned to support parents with ideas for structured play at home. This work should be the planned curriculum and should mirror with what is being delivered in school.

- o   From the overview, teachers must set a piece of work daily for Phonics and Maths along with two other areas of the EYFS curriculum (therefore children receive 4 daily activities).

- o   Upon request, remote learning packs should be made readily available for parents who cannot access remote learning content via email at home. These packs should contain an overview letter which explains that pack contents, and dividers to clearly show the work for each day.

KS1 and KS2

- o   Teachers must set work for the child who is isolating for Literacy, Maths, Reading and the Foundation subjects. This work should be the planned curriculum and should mirror with what is being delivered in school.

- o   One piece of work for each of these subjects should be set daily. For the Foundation subjects, over the week, this would equate to 3 Topic and 2 'other' e.g. Science, PSHE, RE.

- o   The Purple Mash website will be used as the portal for issuing work to children, via 2 options.

  - ▪   Option 1 – '2Do' tasks

- Pre-existing tasks can be chosen and set as a '2Do' via Purple Mash and this can be used when tasks are relevant to the usual planning for the year group. Children will get a notification of a '2Do' task when they log in and once the task has been completed, the teacher will receive an alert.
- Option 2 – setting your work that matches the class work for that week
- Teachers can upload their own SMART board files (which would need to be saved as PDF first) and worksheets to the Purple Mash portal. Children will get a notification when work has been uploaded. They must download the document, complete and save the work and they upload it in order to hand it in.

  o Work should be uploaded by 9am each day (this can be pre-programmed on Purple Mash, for instance a teacher can upload work on a Monday afternoon and set it to become visible to children at 9am on Tuesday morning)

  o Instructions for how to use Purple Mash for remote learning have been distributed by Phill Wright, via email on 08/09/2020.

  o Upon request, remote learning packs should be made readily available for parents who cannot access remote learning content via email at home. These packs should contain an overview letter which explains that pack contents, and dividers to clearly show the work for each day.

> **Providing access to live lessons:**

  o Children who are self-isolating will be offered the chance to use Zoom to take part in live lessons which are taking place in school.

  o This will be offered at least 3 times per week.

  o The class teacher will liaise with the parent to agree lessons and times that their child will live stream the lesson input. Then, the teacher will issue Zoom log in invitations via email accordingly.

  o Each year group will have access to a 'Zoom laptop' which can be used for live lessons. This will be set up at the front of the room, facing the teacher and the board only. No other children should be in view.

  o The pupil who is at home will log in and take part in the teaching input, when the teacher gives their direct teaching for the lesson. Once the input is complete, the teacher will say goodbye to the child and they will complete the assigned task from home, whilst the teacher monitors and supports the pupils working in school.

> **Providing feedback on work:**

  o Each year group will have a parent/teacher email account for correspondence with their parents. Staff will need to monitor the year group email account for returned work from parents. This may be photographs of children's work/activities alongside comments from parents. Staff are to acknowledge all pieces of work submitted through email with an acknowledged comment and, where relevant, a possible next step.

  o Teachers will receive a notification on Purple Mash when a child has completed and submitted a task set. Teachers can view the work, check scores and send them a personalised comment with feedback. They can also send achievement stickers.

  o Feedback to children should be given with 24 hours of the work being submitted.

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

  o Teachers are expected to make a weekly phone call home to any pupils who are absent from school due to self-isolation. This call will check on their wellbeing, as well as review how they are getting on with the work which has been set.

  o Our Head of Personal Development, Behaviour and Attitudes will make a phone call to any children who are not engaging with the remote learning provided.

2.2 Teaching assistants

The main role for teaching assistants, when supporting remote learning for individual pupils who are self-isolating, is to ensure printed work packs are readily available.

Each week, when preparing in class resources, the teaching assistants will photocopy an additional resource which can be placed in a master work pack.

When we receive notification that a child needs to self-isolate, teaching assistants will photocopy the master pack and add a workbook and pencil.

2.3 IT staff

When individual children are self-isolating, 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

> 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

3. Roles and responsibilities during a full bubble closure

3.1 Teachers

When providing remote learning from home, teachers must be available, and contactable, between 9am and 3pm each working day and between 3:30-4:30 on Monday for staff meeting.

If remote learning is due to the full closure of the school, then teachers should be available to provide education to the key worker and vulnerable children in school on a rota basis.

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:

> **Providing access to live lessons:**
  o The usual group teacher will issue Zoom links via the pupils' school email address, for 3 live lessons each day. These will take place at:
    - 9:15am Maths
    - 11:00am Literacy
    - 1:00pm Foundation subjects (to include 3 Topic and 2 other subjects each week)
  o The live lessons will include the main teaching input, time for discussion and questions and to set the task. The teacher is expected to remain online for 10 minutes after the task has been set in case children have further questions once they have begun their work.
  o The live lessons should follow the planned curriculum which would have covered should the pupils have been in school.
  o For internal monitoring purposes and to ensure staff and pupils are fully safeguarded, staff will be asked to record zoom lessons. These will be kept secure, for a short period of time and then erased. They would never be shared with anyone unless there was a safeguarding concern, when we have a legal duty to share the information with the appropriate bodies.
  o Staff will also issue parents with a Code of Conduct for virtual learning.

> **Setting work:**

- o The methods for setting work during a bubble closure mirror those for when a child is self-isolating.

- o EYFS staff will email the weekly overview, alongside setting work during live lessons each day.

- o Teachers in Year 1 – 6 will set work through Purple Mash to be completed by pupils following the live lesson introduction.

- o As well as work set on Purple Mash, teachers need to email the work for the week to a member of staff who is working in school. This member of staff will then organise the copying and preparing of work packs for any children who do not have access to virtual learning. This will be available from the office for parents to arrange to collect.

> **Providing feedback on work:**

- o Teachers will need to monitor their year group email account for work which has been submitted by children/ parents. This may be photographs of children's work/activities alongside comments from them. Staff are to acknowledge all pieces of work submitted through email with an acknowledged comment and, where relevant, a possible next step.

- o Teachers will receive a notification on Purple Mash when a child has completed and submitted a task set. Teachers can view the work, check scores and send them a personalised comment with feedback. They can also send achievement stickers.

- o Feedback to children should be given with 24 hours of the work being submitted.

- o Just as they would in school, teachers are expected to adapt subsequent live lessons as necessary as a result of formative assessment when marking children's work.

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

- o For those pupils attending the live lessons and submitting work, they will be seeing their teacher 3 times each day and receiving regular contact from the teacher in the form of marking and personalised comments back to them. The teacher will take a register at the start of each live session to keep a record of engagement. This will be via a spreadsheet accessed through remote access to the school system.

- o Teachers are expected to make a weekly phone call to any children who are not engaging with the remote learning provided. Staff will be provided with remote access through their encrypted laptops to the school server where they can access files with pupil phone numbers. Staff will use the school mobile phone to make these calls.

- o Any complaints or concerns shared by parents and/or pupils should be passed on to a member of SLT via a phone call to school or an email.

- o Any safeguarding concerns should be passed to the DSL immediately, as per the Safeguarding policy.

> **Attending virtual meetings with staff:**

- o Staff working from home due to a bubble closure will be expected to join the Monday staff meeting via Zoom call.

- o Staff should be dressed appropriately for a work meeting and should take part in the Zoom call in a quiet area and with nothing inappropriate in the background.

3.2 Teaching assistants

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

If remote learning is due to the full closure of the school, then teaching assistants should be available to support the education provided to the key worker and vulnerable children in school on a rota basis.

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:
>
>> o Teaching assistants should make regular contact (at least once per week) with their class teacher and undertake any tasks that can support both remote learning and the teacher.

Teaching assistants still working in school, will support remote learning by photocopying work packs and making these available for those pupils who cannot access virtual learning.

3.3 Subject leads

Alongside their teaching responsibilities, subject 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, 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

> Developing their subject leader role by completing tasks on their subject leader monitoring schedule, and ensuring tasks for the subject folder are complete and up to date.

3.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

> Co-ordinating the remote learning approach across the school (Victoria Hudson and Phill Wright are leading on this aspect)

> Monitoring the effectiveness of remote learning – this will be done through daily checks with teachers working from home (via email or call), using the Purple Mash admin log in to check usage and interaction with pupils and overseeing the hard copies of work packs being produced.

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

3.5 Designated safeguarding lead

The DSLs are Danielle Givens, Paula Kirk and Laverne O'Reilly.

During remote learning, any safeguarding concerns should be passed to the DSL immediately, as per the Safeguarding policy.

3.6 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

> 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

> Uploading key documents to the school website

3.7 Pupils and parents

Staff can expect pupils learning remotely to:

> Be contactable during the school day – although consider they may not always be in front of a device the entire time
> Access the live lessons at the times set out
> 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
> Adhere to the virtual learning code of conduct

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
> Adhere to the virtual learning code of conduct
> Be respectful when making any complaints or concerns known to staff

3.8 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

4. Who to contact

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

> Issues in setting work – Phill Wright
> Issues with behaviour – Nick Hobbis
> Issues with IT – David Malinder
> Issues with their own workload or wellbeing – Victoria Hudson
> Concerns about data protection – Sue Volante
> Concerns about safeguarding – talk to the DSL, Danielle Givens, Paula Kirk or Laverne O'Reilly

5. Data protection

5.1 Accessing personal data

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

> Use a laptop provided by the school rather than personal devices
> Use remote access to the school server to access personal details (such as phone numbers for wellbeing phone calls)

5.2 Processing personal data

Staff members may need to collect and/or share personal data such as (such as phone numbers or 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.

5.3 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

6. Safeguarding

During remote learning, any safeguarding concerns should be passed to the DSL immediately, as per the Safeguarding policy.

The DSLs are Danielle Givens, Paula Kirk and Laverne O'Reilly.

The Safeguarding policy can be found in the policies folder on the work drive or on the school website.

7. Monitoring arrangements

This policy will be reviewed biannually by Victoria Hudson. At every review, it will be approved by the Governing Body.

8. 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