

Remote Learning Policy

2020 -2021

Keelham Primary School



Approved by:

Date: September 2020

Last reviewed on: 10th
January 2021

Next review due by:

1. Aims

This Remote Learning Policy aims to:

- Ensure consistency in the approach to remote learning for pupils who are not 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

Teachers are expected to work the equivalent of their normal number of contracted hours. Our approach to remote education is designed to enable teachers to fit these working hours around their family commitments. However, teachers will be expected to attend online training or staff meetings at specified times and to ensure that they upload remote learning activities and give feedback according to the deadlines below.

If a teacher is unable to work for any reason during a period of school/class closure, for example due to sickness or caring for a sick dependent, they should report this using the normal absence procedure. In these cases, Senior leadership will ensure appropriate learning is provided.

When providing remote learning, teachers are responsible for:

- Setting daily learning activities for pupils in their class.

The table below sets out the expectations of teachers in different circumstances.

Class bubble is open but individual children are self-isolating.	Lessons continue as normal in the classroom. An equivalent of 3 hours (KS1 and EYFS) and 4 hours (KS2) hours of learning is provided on Microsoft Sway for pupils who are self-isolating for one week at a time) communicated through the school website 'Home Learning Tab' and Class Dojo daily for all children. Class teacher will mark work and give feedback to all pupils regularly through Microsoft Sway, Class Dojo and Zoom.
Class bubble/school is closed.	Daily Microsoft Sway with a full days learning (an equivalent of 3 hours (KS1 and EYFS) and 4 hours (KS2) hours of learning) communicated through the school website 'Home Learning Tab' and Class Dojo daily for all children. Teachers will ensure that there is interaction between remote learning and learning in the classroom through daily Zoom lessons. Class teacher will provide feedback to all pupils through daily Zoom lessons, Microsoft Sway and Class Dojo. The teacher and TA will provide daily class group sessions on Zoom.

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-Advising pupils how to record the learning activity, either using the Class Dojo online tools or recording their learning in the appropriate exercise book and uploading a photograph of their work to the teacher for feedback.

Providing feedback on work:

-Teachers are expected to provide pupils with feedback comments on Microsoft Sway and Class Dojo by the start of the next school day and in accordance with the school's Marking Policy.

Keeping in touch with pupils who are not in school and their parents:

-Teachers are expected to maintain regular contact with parents/pupils using the messages on dojo.

-Teachers are not expected to answer messages outside their working hours. (9-4pm)

-Teachers should refer complaints or concerns shared by parents or pupils to the Head teacher .
Teachers should refer any Safeguarding concerns to the DSL through CPOMs.

- If a child persistently fails to complete the learning activities set or access Zoom lesson, teachers should refer the matter to senior leaders who will contact the parents for explanation.

2.2 Teaching assistants

Teaching Assistants are expected to work the equivalent of their normal number contracted hours. Our approach to remote education is designed to enable Teaching Assistants to fit these working hours around their family commitments. However, Teaching Assistants will be expected to attend online training or staff meetings at specified times and to ensure that they upload remote learning activities and give feedback according to the deadlines below.

If they're unable to work for any reason during this time, for example due to sickness or caring for a sick dependent, they should report this using the normal absence procedure.

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

➤ Setting daily learning activities for pupils in the small groups they teach in agreement with the overall planning form the class teacher.

-Teaching input, instructions and activities should be sent to the class teacher to be uploaded to Microsoft Sway and Class Dojo.

➤ Supporting pupils who are experiencing difficulties with learning remotely by offering additional contact through Zoom.

➤ Delivering daily Zoom sessions for their focus groups of up to 30 minutes at a time.

2.3 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

-Monitoring the remote work set by teachers in their subject through staff meetings with teachers

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

2.4 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 through weekly meetings with teachers, reviewing work set or reaching out for feedback from pupils and parents.
- Monitoring the impact of remote learning on staff workload and wellbeing

2.5 Designated safeguarding lead

The DSL is responsible for:

Ensuring that the school's Child Protection and Safeguarding systems and procedures are effective in the event of a full or partial closure of the school.

2.6 IT staff (Primary T)

IT staff are responsible for:

- Helping staff 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

2.7 Pupils and parents

Staff will expect pupils to:

- Complete learning activities and upload them to Class Dojo daily .
- Complete the learning activities to the best of their ability.
- Seek help if they need it, from teachers or teaching assistants, using the dojo messaging facility.
- Alert teachers if they're not able to complete work for any reason.

Staff will expect parents to:

- Make the school aware if their child is sick or otherwise can't complete the learning activities set.
- Support their child to complete the online learning activities set.
- Seek help from the school if they need it, using the dojo message facility or office email account.
- Be respectful when making any 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 – Deputy Headteacher, Key stage leader
- Issues with IT – Primary tech
- Issues with their own workload or wellbeing – Headteacher
- Concerns about data protection – Headteacher or admin manager
- Concerns about safeguarding – Designated Safeguarding Lead

4. Data protection

4.1 Accessing personal data

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

- Sensitive data should be kept safe in line with the data protection policy.

4.2 Processing personal data

Staff should not need to collect and/or share personal data as part of the remote learning system.

However, as long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

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
- 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**

5. Safeguarding

The school's Child Protection and Safeguarding Policy is available on the school website.

6. Monitoring arrangements

This policy will be reviewed annually and approved by committee C