

Remote Learning Policy

South End Infant School



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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

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 8.50am and 3.10pm

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 by contacting the Head Teacher, by telephone conversation not text, directly.

When providing remote learning, teachers are responsible for:

- Setting work
 - The Year Group Team decide what is needed to replicate the week in school
 - Upload documents to the Home Learning Section of the Shared Drive on a **Thursday** before the week it is to be done
 - Clearly identify the Year Group and Subject in the title of the document
 - Office Staff / Computing Lead to upload to the website
 - **Headteacher to ensure it is sent out to families via Parentmail**
 - One English / Maths / Topic activity per day
 - Each Class in a Year Group is to set the **SAME** work – no additional 'to dos' on Purple Mash unless agreed by all Year Group in advance
 - If a teacher in a Year Group is self – isolating, agreement of activities is made via remote meetings
 - All staff to contribute to remote learning and to work on subject leader / Assessment / CPD activities during work hours unless self-certificating due to illness
 - Year Groups to provide hard copy resources for available staff to copy for children unable to access remote learning
 - Children issued with Home – learning book that is to be used in the event of self-isolation / local lockdown
 - Feedback to be given one week after return

- List of children not engaging to be given to Year Group Lead / Headteacher on a weekly basis (each Friday) on agreed proforma
- Emails to children / families only to be made via Purple Mash or the 'contact us' email address
- Phonecalls to families to be done fortnightly with an emphasis on Home Learning Support / feedback and well being
- Any emails / phonecalls are to be consistent within a Year Group and made during school hours – 8:50-3.10
- Any contentious / concerning contact with child / family must be reported to Headteacher
- Any safeguarding issues to be put on My Concern immediately – use the drop down 'COVID contact' area from menu
- During lockdown, consistent Bubbles are retained as far as possible. Keyworker families made aware of how to navigate blended learning as they will attend school only when needed
- Weekly 'Catch-up' meetings through Google Meet offered with all Classes – ascertain permissions and safety agreements via Parentmail

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.50am and 3.10pm

If they are 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 by contacting the Head Teacher, by telephone conversation not text, directly.

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

- Being on a rota as in June, perhaps being re-deployed to a different Year Group
- Keeping in contact with their 1:1 child and family if applicable
- Supporting remote learning by delivering hard copy packs to families
- Teaching Assistants during lockdown on part – time basis if possible and in consistent classes where possible
- Teaching Assistants who feel that the risk is too great to be in school are to be offered unpaid leave as furlough is not an option

2.3 Subject leads & Assistant SENDCo

Alongside their teaching responsibilities, subject leads are responsible for:

- Ensuring their subject is represented in the remote learning offer
- Ensuring the quality and relevance of the curriculum offer
- Ensuring, alongside other subject / Year Group leaders the balance and practicality of the curriculum offer
- Ensuring the curriculum offer is sufficiently differentiated to allow equal access
- Ensuring SEND targets and ISPs are implemented remotely by making contact with families to check understanding
- Additional ISP packs to be made available for PP, SEND and EAL children with new packs made pon parental request
- Reviews to take place remotely
- SENDCo to check all legal deadlines for Statutory Assessment are met and that EHCP children are regularly contacted by 1:1 support / Class Teacher and, where necessary, SENDCo

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Ensuring the curriculum is consistent, broad and balanced across their own Year Group Classes
- Ensuring all Classes receive the same curriculum offer and that all teachers contribute equally where they are able to

- Ensure all remote learning is uploaded to the shared drive for Claire Welford / Jo Burge in adequate time and with the appropriate names on documents or it will not go on to the website
- Phone family of a PP / EAL / Girl / Boy / Greater Depth and SEND child across the Year Group and check that all are able to access learning and that it is appropriate to their needs
- Send a message via Purple Mash & Parentmail as Year Group Lead to remind families about remote learning

2.5 Designated safeguarding lead

The DSL is responsible for:

- Contacting any vulnerable family and logging that call on My Concern
- Working in conjunction with PSW to offer or signpost families to further support
- Liaise with Social Services / refer to MASH
- Liaise with virtual schools for LAC children
- As DSLs ensure that they are aware of, and can be involved with, any online / phone / email communications
- Reiterate Safeguarding protocols with staff and families

2.6 Partnership Education (IT)

IT staff are responsible for:

- Informing staff of the ticketing system so that any hardware issues are sorted quickly
- Keeping in weekly contact with HT / Claire Welford if unable to be onsite so that actions can be taken remotely

2.7 Pupils and parents

Staff can expect families with 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
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants (for 1:1s)
- Alert teachers if they're not able to complete work
- 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
- Adhere to the Guidelines regarding online communication (sent w/b/ 11.1.21)

2.8 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

3. Who to contact

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

- Year Group Team
- Year Group Lead
- Claire Welford for practical advice on documents that can be uploaded
- SENCo for differentiation / practical ideas for individuals with SEND
- Partnership Education (Sam Watts / Craig Kennedy via email or ticket system) for IT issues

- DSL / DDSL for ANY safeguarding concerns (always log on My Concern – phone HT / DH directly if immediate concern or MASH if a child is in immediate danger of harm)

Tel: 0300 126 1000 (option 1)

Email: MASH@northamptonshire.gov.uk

4. Data protection

4.1 Accessing personal data

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

- Only use Laptops issued by the school
- Use FortiClient to safely access information remotely
- Access only what is necessary to deliver remote learning and / or safeguard children

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email / postal addresses / phone numbers as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals will not 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 (SIMS / Target Tracker etc)

5. Safeguarding

We are adhering to the document Keeping Children Safe in Education without amendments that were in place during initial lockdown.

6. Monitoring arrangements

This policy will be reviewed by the Headteacher Half Termly prior to FGB Meeting (January 2021)

At every review, it will be approved by the FGB.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding protection policy and any coronavirus addendum to our safeguarding policy that may be issued between reviews of this policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy