Remote Learning Policy

Wyken Croft Primary School

September 2020

Wyken Croft
Primary School

Approved by: Date: September 2020

Next review due by:

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the school's approach to remote learning
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

This policy will apply to children and staff who :

- have been asked to self-isolate for 14 days as a result of being contacted through the Track and Trace programme
- are part of a school bubble who have been asked to self-isolate as a result of a positive test within their bubble
- are required to stay at home during a period of whole school closure but who may not be required to self-isolate

2. Roles and Responsibilities

- All members of staff are responsible for the implementation of this policy with monitoring undertaken by the Senior Leadership Team.
- It is the responsibility of all members of staff to ensure that they are familiar with and adhere to this policy and to make pupils aware of their responsibilities.
- The School will endeavour to ensure that staff have access to a suitable device in the event of closure, for example, that members of staff are supplied with a laptop to facilitate provision of work and a means of communication with our pupils.

2.1 Headteacher and Senior Leaders

- Co-ordinating the remote learning approach across the school
- Ensuring that staff, parents and pupils adhere to the relevant policies at all times.
- Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning.
- Monitoring the effectiveness of remote learning
- Ensuring that there are arrangements in place for monitoring incidents associated with remote learning.
- Overseeing that the school has the resources necessary to action the procedures in this policy.
- Reviewing the effectiveness of this policy within an agreed timescale and communicating any changes to staff, parents, and pupils.
- Arranging any additional training staff may require to support pupils during the period of remote learning.

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

2.2 Designated Safeguarding Lead

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period
- Liaising with the ICT Manager to ensure that all school-owned technology used for remote learning is suitable for its purpose and will protect pupils online
- Identifying vulnerable pupils who may be at risk if they are learning remotely
- Ensuring that child protection plans are enforced while the pupil is learning remotely, and liaising with other organisations to make alternate arrangements for pupils who are at a high risk, where required
- Identifying the level of support or intervention required while pupils learn remotely and ensuring appropriate measures are in place
- Liaising with relevant individuals to ensure vulnerable pupils receive the support required during the period of remote working
- Ensuring all safeguarding incidents are adequately recorded and reported

2.3 Inclusion Manager / SENDCO

- Liaising with the ICT technicians to ensure that the school-owned technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.
- Ensuring that pupils with EHC plans continue to have their needs met whilst learning remotely
- Liaising with the headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs
- Identifying the level of support or intervention that is required while pupils with SEND learn remotely
- Ensuring that the provision put in place for pupils with SEND/ LAC and Pupil Premium funding is monitored for effectiveness throughout the duration of the remote learning period

2.4 ICT Manager

- Ensuring that all school-owned devices used for remote learning have suitable anti-virus software installed, have a secure connection, can recover lost work, and allow for audio and visual material to be recorded, where required.
- Ensuring that any programs or networks used for remote learning are tested for large scale use
- Working with the SENDCO to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff
- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues
- 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
- Auditing the availability of ICT to support learning within the school , ensuring that school staff have prompt access to hardware .
- Auditing the availability of ICT equipment that school families have available and coordinating the loaning of suitable equipment

- Liaising with the DfE and the Local Authority to access ICT equipment available to the school

2.5 Curriculum Leaders

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

2.6 Teaching Staff

- Co-ordinating with other staff within their year group, subject leaders, SENDCO and SLT to ensure work is planned, resourced and appropriate to the age and ability of all children in the groups they teach
- Ensuring pupils with limited access to devices can still complete the work through appropriate resourcing
- Endeavouring to follow the school curriculum wherever possible – where this is not practical, the school will identify areas in which pupils will need to catch up when they return to school
- Overseeing academic progression for the duration of the remote learning period and providing feedback on work through agreed methods
    1. Feedback on work posted on Seesaw / Google classroom
    2. Marking of 'forms'
    3. Through phone calls and emails – made whilst on school premises

- Providing a variety of resources needed for effective remote learning such as
    1. Pre recorded learning videos (Yr 1 -3)
    2. Lessons taught through Google Teach (Yr 4-6)
    3. Allocation of work on EdShed and Times Tables Rock stars
    4. Educational websites
    5. PowerPoints and help sheets

- Reporting any health and safety incidents to the headteacher
- Reporting any safeguarding incidents to the Designated Safeguarding Lead and asking for guidance as appropriate
- Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software
- Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the headteacher.
- Reporting any defects on school-owned equipment used for remote learning to an ICT technician

Teachers must be available during normal working hours. If unable to work for any reason during this time, for example due to sickness or caring for a dependent, this

should be reported using the normal procedures between 9am and 3pm on the designated absence number

Dependent on the type of remote working period, teachers who can attend work will be requested to attend as needed

2.7 Teaching assistants

- Supporting identified pupils who aren't in school with learning remotely where appropriate
- Responding, within reason, promptly to requests for support from the Leadership Team
- Attending virtual meetings with teachers

Teaching assistants must be available during normal working hours. If unable to work for any reason during this time, for example due to sickness or caring for a dependent, this should be reported using the normal procedures between 9am and 3pm on the designated absence number.

Dependent on the type of remote working period, teaching assistants who are able to attend work will be requested to attend as needed

2.8 Staff who are unable to work in school

Staff who are unable to work in school due to self-isolating or shielding (confirmed by a medical letter or VERA) will be asked to support their class/ year group home learning. Staff may also be asked to complete projects on an individual basis

2.9 Parents

- Ensuring their child is available to learn remotely, that the schoolwork set is completed on time and to the best of their child's ability
- Reporting any technical issues to the school as soon as possible.
- Ensuring that their child has access to remote learning material or informing the school that they require paper-based learning resources
- Ensuring their child uses the equipment and technology used for remote learning as intended
- Adhering to the Remote Learning Code of Conduct at all times
- Adhering to the school's E-safety Policy
- Alerting teachers if their child is not able to complete work

2.10 Pupils

- Completion of their own schoolwork to the best of their ability
- Ensuring they use any equipment and technology for remote learning as intended
- Adhering to the Code of Conduct for Remote Learning at all times.
- Adhering to the school's E-safety Policy

2.11 Governing body

- 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. Data protection

3.1 Accessing personal data

All staff should ensure that Microsoft Teams contains resources needed for remote learning. In addition to this all data should be held on school IT laptops and equipment not on personal devices.
- Staff members will be responsible for adhering to GDPR guidelines and policy when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.
- Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.
- Parents' and pupils' up-to-date contact details will be collected prior to the period of remote learning.
- All contact details will be stored in line with the GDPR Data Protection Policy.
- Any breach of confidentiality will be dealt with in accordance with the school's normal policies.

4.2 Sharing personal data

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system.

While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

Staff to password protect any confidential documents before sending out. Password to be sent in a following email.

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)
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends

5. Safeguarding

Any safeguarding incidences should be reported to the DSL or if not available DDSL using CPOMS and with a follow up email or phone call if needed. Staff should adhere to the Safeguarding policy with COVID 19 revisions.

The pastoral team email will be available for all parents to use.

6. Monitoring arrangements

This policy will be reviewed on a termly basis or when guidance is updated nationally

Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Acceptable use of ICT policy
- E safety policy