**Wootton-by-Woodstock CE
Primary School**

Policy Agreed: Sept 2020
Person Responsible: Valerie Lucas
To be reviewed: January 2021

**Policy for Remote
Learning
Year 2020 (Sept)**

Contents

1. Aims

This remote learning contingency 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 regard to remote learning
•   Provide appropriate guidelines for data protection

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available 9.00 am to 3.15pm.
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 and the school will seek to find either, supply teacher cover, or, TA cover whichever is most appropriate. When providing remote learning, teachers are responsible for:

Setting work
- Set work for the pupils they would normally teach in school
- Be prepared to set work for other pupils should a member of staff fall ill and be unable to conduct the tasks themselves
- Set work according to the long and medium term plans already in place
- Provide differentiated tasks
- Use Google Classroom to ensure that the work is accessible by all pupils and teachers
- Schedule work daily
- Provide a completion date
- Provide clear instructions
- Confer with other staff members to ensure consistency, support and challenge across the year groups
- Provide an option for home delivery of books, paper and equipment should pupils at home have no online access
- Provide homework each week in addition to class tasks

Providing feedback on work
- This will usually be through Google Classroom but may include returning paper copies, within a week, to those at home
- Uphold the school standardised assessment policy

Keeping in touch with pupils, who aren't in school, and their parents
- Use Google Video, screen sharing, email, and telephone
- At least one call will be made to all pupils weekly
- At least one call will be made to all parents weekly
- Respond to emails from parents within the hours of 8.00am – 6.00pm but not in teaching time
- Handle complaints or concerns politely and enlist support from the HT if necessary
- Follow safeguarding procedures should any safeguarding concerns arise
- Apply sanctions, through discussion with parents, for pupils who fail to complete work
- Remote learning may include pre-recorded lessons which entail video calling with screen sharing, or lessons in which home learners are included in school lessons by conference calling.
- At least one screen share to be made weekly on Mondays
- A conference call experience should be included at least once weekly.

Attending virtual meetings with staff, parents and pupils:
- Wear appropriate clothing, as if you were at school, when conducting calls with parents or pupils
- Ensure the location of the call is appropriate; no inappropriate backgrounds, background noise or people
- If in total lockdown Class teachers may conduct two separate group meetings for e.g. one for yr 3 and 4 for maths

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9.00 am and 3.15pm. 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
- Supporting pupils in school to participate with conference calls
- Assisting with preparation and upload of resources
- Assisting with assessment, feedback, evaluation and collation of data
- Keeping records for specific pupils and parents
- Following school policy

Attending virtual meetings with staff, parents and pupils:
- Wear appropriate clothing as if you were at school when conducting calls with parents or pupils
- Ensure the location of the call is appropriate, no inappropriate backgrounds, background noise or people
- Remote learning may include pre-recorded lessons or, lessons in which home learners are included in school lessons be conference calling. A conference call experience should be included at least once weekly for individual supported pupils e.g. SEND.
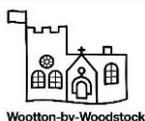
2.3 Subject leads

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
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is progressive
- Make sure deadlines are appropriate for the age and stage of pupils and curriculum
- Monitoring the remote work set by teachers in their subject through google classroom, work scrutiny, Target Tracker, discussion and school planning.
- Alerting teachers to resources they can use to teach their subject remotely

2.4 The head teacher/SENCo

Along with other responsibilities such as subject leadership is responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning by collating feedback from all stakeholders
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Monitoring the content of lessons on Google classroom
- Communicating information about teaching and learning systems to parents and governors
- Coordinating and monitoring SEND provision, outcomes plans and pupil specific meetings/virtual meetings
- Attending EAC meetings
- Communicating with specific families re. safeguarding, mental health or other needs
- Communicating with external agencies as required

2.5 Designated safeguarding lead

The DSL is responsible for:
- Monitoring all safeguarding procedures across the school as according to the safeguarding and child protection policy

2.6 SBM/IT staff

The SBM and /or Atmos 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
- Collating paper packs for pupils
- School communications via school-home phone link
- Staff rotas and absence management

2.7 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
- Complete work to the deadline set by teachers
- Respond to marking
- Attend video or conference calls with the class or the class teacher
- Seek help if they need it, from teachers or teaching assistants
-
- Alert teachers if they're not able to complete work
- During remote learning, by screen share or conference call, meet behaviour expectations as if they were in school
- Wear appropriate clothing as if they were in school
- Apply themselves to the tasks with commitment to learning as if they were in school

Staff can expect parents with children learning remotely to:
- Make the school aware if their child is sick or otherwise can't complete work
- Support their child with learning
- Ensure that their child completes work on time
- Seek help from the school if they need it
- Seek information from the school website and Google Classroom
- Follow the advice and instructions provided by school staff
- Be respectful when making any complaints or concerns known to staff
- Attend video calls when necessary and appropriate
- Understand that preparing work for home learners takes additional time on top of normal school procedures
- Accept that work returned on paper will not be marked immediately
- When making requests of staff be aware that these should be realistic and achievable in the circumstances

2.8 Local Governing Body

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
- Monitoring the application of safeguarding policy
- Monitoring the well-being of staff and pupils

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

Issues with behaviour – talk to the HT

Issues with IT – talk to SBM/Atmos

Issues with their own workload or wellbeing – talk to the HT

Concerns about data protection – talk to the SBM

Concerns about safeguarding – talk to the DSL or DDSL

Issues with the HT – talk to the Chair of the Governing Body

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:
> Access the data in Sharepoint/Google Classroom using school owned devices

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as 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 do 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
- Refer to the ODST guidelines and school GDPR and IT security policies.
- Refer to SBM
- 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, most school devices are managed by Intune and this provides hard drive encryption.
- 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, all school laptops are covered by Microsoft Antivirus and Anti Malware.
- Keeping operating systems up to date – always install the latest updates

5. Safeguarding

All school safeguarding arrangements continue to apply during periods of remote working.

6. Monitoring arrangements

This policy will be reviewed termly. At every review, it will be approved by the LGB.

7. Links with other policies
This policy is linked to the school
- Behaviour policy
- Assessment policies
- Safeguarding and Child protection policy and coronavirus addendum
- Data protection policy and privacy notices
- Home-school agreement
- E-safety policy
- ICT security policy