

Waltham Leas Primary Academy



Remote Learning Policy

Approved by:

Headteacher and Governors

Date:

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June 26

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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

1. Use of remote learning

All pupils should attend school, in line with our attendance policy.

We will consider providing remote education to pupils in circumstances when in-person attendance is either not possible or contrary to government guidance.

This might include:

Occasions when we decide that opening our school is either:

- o Not possible to do safely
- o Contradictory to guidance from local or central government

Occasions when individual pupils, for a limited duration, are unable to physically attend school but are able to continue learning, for example because they have an infectious illness

2. Roles and responsibilities

2.1 Teachers

Teachers must be available on their normal working days between 8:45am 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. This would mean alerting the Deputy Head Teacher no later than 8:00am each day.

Teachers are responsible for:

Setting work when the whole class are unable to attend school :

- o Teachers across a year group should work together to ensure that the same work is set for both classes within the year group that they teach. Where year groups 'set' the pupils for Numeracy, the teacher who teaches the sets should set work for all of the pupils within their Numeracy set. If a teacher from the year group is unwell or unable to set work due to caring for a dependent, the other teacher within the year group should set the work for both classes.
- o A maths lesson, literacy lesson, phonics lesson if appropriate and a non-core subject should be set daily, with an assignment attached that requires the pupils to submit work. Teachers need to consider how to deliver their input to fully explain lessons which could be sharing and talking using slides, BBC Bitesize videos or even Youtube (all video used need to be watched fully by the teacher for appropriateness). Where necessary, work should be age appropriate and differentiated for the different ability groups. The teacher should provide a short input for each lesson. Links to 'live' learning inputs will be sent via Google Classroom or Dojo.
- o Work for the week should be uploaded no later than 8:45am every Monday or no later than 8:45am every day if work is scheduled for completion on different days throughout the week.
- o All work should be uploaded onto the Google Classroom platform. Work should be created on Google apps e.g. Docs/Slides/Forms/Jambord to ensure that the pupils can edit the work set. Additional PowerPoints, information documents and links to websites, which will support the pupil's learning should also be uploaded. An overview of each week's learning should be uploaded onto each class page on the school's website.
- o Only in exceptional circumstances will paper copies of work be issued.

Setting work when only a few children are unable to attend school :

- o Teachers are not required to provide different/extra work for the children, the work should just mirror the work that children are completing in class, unless identified as having SEND.
- o If possible/appropriate, children who are isolating should be given a Google Meet link to be invited to whole class live learning, particularly for the input of Literacy and Maths. They will also have access to work on Google Classroom. They will have the opportunity to speak to the teacher / TA about the task and then complete this independently.

Providing feedback on work

- o Work handed in by the pupils should be marked promptly and returned with a grade and/or a comment. Mistakes or areas for improvement should be indicated and the pupils should be asked to act on them.

Keeping in touch with pupils and parents

Google Classroom is a learning platform and as such children should be prevented from using it for social activities.

- o On Google Classroom, the Stream should be set so that 'only teachers can post and comment'. Class teachers should use the private message feature to interact with pupils about their work. By also hiding Notifications, this will ensure that only announcements appear in the stream.
- o Teachers are not expected to answer emails from parents, but can use the private comment feature on Google Classroom. If a parent needs support with using Google Classroom they are to contact the ICT Leader via email (tnorton@walthamleas.net). If they have any other queries they should contact the school office.

- o If a complaint or concern is raised by a parent or a pupil, Year Group Leaders should be informed and will decide on how the complaint or concern should be dealt with. Any complaints or concerns should be logged on CPOMs.
- o If a pupil behaves inappropriately on the Google Classroom platform, Year Group Leaders should be informed and the parent/s of the pupil will be contacted. Inappropriate behaviour should also be logged on CPOMs.
- o If a pupil is not completing any work on Google Classroom, their name should be passed onto Year Group Leaders, who will telephone home to see what the issue is. Any phone call to parents regarding their work should be logged on CPOMs.

Attending virtual meetings with staff, parents and pupils

- o During virtual meetings with staff, parents and pupils a smart dress code should be adhered to.
- o When virtual meetings are held, areas with background noise and anything considered inappropriate for viewing by the audience should be removed.
- o Recordings of virtual meetings must not be recorded

2.2 Teaching assistants

Teaching assistants must be available between 8:45am 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. This would mean alerting the Deputy Head Teacher no later than 8:00am each day.

Teaching assistants are responsible for:

Interacting with the pupils if they have been added onto a Google Classroom.

Attending virtual meetings with teachers, parents and pupils if requested –

- o During virtual meetings with teachers, parents and pupils a smart dress code should be adhered to.
- o When virtual meetings are held, areas with background noise and anything considered inappropriate for viewing by the audience should be removed.

2.3 Subject leads in event of isolation

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

- o During virtual meetings with teachers, parents and pupils a smart dress code should be adhered to.
- o Working with teachers to ensure the work set is appropriate and consistent.
- o Working with other subject leads and senior leaders to make sure work set across subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- o Monitoring the work set by teachers in their subject by having access to what is being covered on each year groups medium term plans.
- o Alerting teachers to resources they can use to teach their subject.

The SENCO will monitor work being set for all children with SEND across the school and will check in with these children via phone call or email on a regular basis.

2.4 Senior leaders

- o Alongside any teaching responsibilities, senior leaders are responsible for:
- o Coordinating the remote learning approach across the school – Year Group Leaders will outline expectations to all teachers and the Computing Leader will support teachers, pupils and parents with any technical issues or difficulties.
- o Monitoring the effectiveness of remote learning – Year Group Leaders will have access to their year groups online classrooms and will review the work being set, the work being completed, the marking and feedback and any private conversations.
- o Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

2.5 Designated safeguarding lead

The DSL and Deputies are responsible for:

- Ensuring that staff adhere to the Safeguarding and Child Protection policy including the addendum for COVID-19
- Working with the E-Safety and Computing lead to make sure that all aspects of online safety are considered
- Along with staff, monitor the completion of work and comments. Where necessary if staff are concerned, a private comment needs to be sent to the parent or a phone call made.
- To ensure all vulnerable children are monitored and where necessary introduce individual Safety Plans

2.6 IT support staff

ICT staff are responsible for:

- o Fixing issues with systems used to set and collect work.
- o Helping staff and parents with any technical issues they're experiencing.
- o Reviewing the security of systems and flagging any data protection breaches to the data protection officer.
- o Assisting pupils and parents with accessing the internet or devices.

2.7 Pupils and parents

Staff can expect pupils to:

- o Be contactable during the required times – although consider they may not always be in front of a device the entire time.
- o Complete work to the best of their ability and by the deadline set by teachers.
- o Seek help if they need it, from teachers.
- o Alert teachers on the private message feature on Google Classroom, if they're not able to complete work.

- o Not make any recordings (video/audio) of staff during a remote teaching session.

Staff can expect parents to:

- o Support their child in completing the work set for them.
- o Make the school aware if their child is sick or otherwise can't complete work.
- o Seek help from the school if they need it.
- o Not make any recordings (video/audio) of staff during a remote teaching session.
- o Be respectful when making any complaints or concerns known to staff.

2.8 Governing board

The governing board is responsible for:

- o Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible.
- o Ensuring that staff are certain that systems are appropriately secure, for both data protection and safeguarding reasons.

3. Who to contact

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

- o Issues in setting work – talk to partner teachers and Year Group Leaders, the relevant subject lead or SENDCO
- o Issues with behaviour – talk to the relevant Year Group Leader (FS - K. Larkin, Y1+ Y2 - D. Censi, Y3 + Y4 E. Watkinson, Y5 + Y6 - S-J Seymour)
- o Issues with IT – talk to computing Leader (T Norton)
- o Issues with their own workload or wellbeing – talk to the relevant Year Group Leader.
- o Concerns about data protection – talk to the data protection officer, Mrs Kate Capindale
- o Concerns about safeguarding – talk to the DSL, Miss D Sankey or Deputy DSLs: Mrs J Thompson and Mrs L Berry (SENDCo) Mrs A Allenson (DHT)

4. Data protection

4.1 Accessing personal data

When accessing personal data, all staff members will:

- o Use laptops or iPads provided by school.
- o Set work on Google Classroom using school laptops or iPads.

If personal phones/iPads are used for taking images for school purposes, the images will be deleted from the device as soon as possible.

4.2 Sharing personal data

Staff members may need to collect and/or share personal data such as email addresses as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions. While this may be necessary, 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:

- o 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)
- o 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
- o Making sure the device locks if left inactive for a period of time
- o Not sharing the device among family or friends
- o Keeping operating systems up to date – always install the latest updates.

5. Safeguarding

Refer to the Waltham Leas Primary Academy Safeguarding and Child Protection Policy and the addendum for COVID-19. This Policy is on Google Drive, Shared Drive, Teachers and is also on the website.

6. Monitoring arrangements

This policy will be reviewed yearly by Sarah-Jane Seymour, Online Safety Leader, Thea Norton Computing coordinator and Safeguarding lead, Miss D Sankey. At every review, it will be approved by the Head Teacher, Deputy Head Teacher and the full governing board.

7. Links with other policies

This policy is linked to our:

- o Safeguarding and Child protection policy
- o Data protection policy
- o Online Safety and acceptable use policy