ACHIEVE CREATE ENJOY

REMOTE LEARNING POLICY

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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 to respond between 9am-4pm.

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 providing remote learning, teachers *are responsible* for:

● **Setting work** – (see section 7):
  o Setting work for their class.
  o The amount of work they need to provide.
  o When this work needs to be set.
  o Where work should be uploaded (Class Dojo platform).
  o How they should co-ordinate with other teachers, including those teaching in school, to ensure consistency across each year/subject and to make sure pupils with limited access to devices can still complete the work.

● **Providing feedback on work**:
  o Use Class Dojo portfolios to give daily feedback for each session to pupils.

● **Keeping in touch with pupils who aren't in school and their parents:**
  o Daily contact will be made via Class Dojo or phone calls (where appropriate).

o Queries from parents and pupils will be dealt with between the hours of 9am-4pm only.

o Any complaints or concerns shared by parents and pupils will be directed to the Headteacher.

o Any safeguarding concerns, refer to our policy on the website and the additional annex.

o If work is not completed, a follow up phone call will help to support the family.

●**Attending virtual meetings with staff, parents and pupils:**

o Dress code: please dress as per the school dress code.

o Location: avoid areas with background noise and ensure there is nothing inappropriate in the background.

o Ensure that you are keeping in line with the safeguarding policy regarding online meetings. This includes use of headphones.

o Weekly Staff meetings will continue remotely if required on Wednesdays.

o Send relevant subject leaders copies of the work set.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between their contracted hours.

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:

● Liaising with the class teacher to support any children who may require some personalised learning.

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 appropriate and consistent, and deadlines are being set an appropriate distance away from each other.
- Monitoring the remote work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set.
- 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 –feedback from staff, pupils and parents.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Monitoring wellbeing of all staff.

2.5 Designated safeguarding lead

See safeguarding policy.

2.6 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day (age appropriate) – 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 (age appropriate).
- Alert teachers if they're not able to complete work (age appropriate).

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work.
- Seek help from the school if they need it – if you know of any resources staff should point parents towards if they're struggling.
- Be respectful when making any complaints or concerns known to staff.

2.7 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 either the Headteacher (Lucy Halling) or Deputy Headteacher (Mark Davies).

4. Data protection

4.1 Accessing personal data

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

- Use our secure Class Dojo system.
- Adhere to the school's acceptable user policy.

4.2 Processing personal data

This is part of our remote learning system and is necessary for the school's official functions.

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 if applicable.
- Keeping operating systems up to date – always install the latest updates.

5. Monitoring arrangements

This policy will be reviewed as directed by national and local guidance by Lucy Halling and SLT. At every review, it will be approved by the governing body.

6. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy

7. Home Learning overview

In the event of a positive COVID test for a staff member or child:

The year group consisting of all children and the relevant staff will be asked to isolate for 14 days

Parents/Carers will:	School will:
● Provide the opportunity for children to access video lessons at home. (Desk-tops/ laptops/ tablets are ideal. If there is an issue with providing these, please contact school, who will do what they can to help) ***Any families unable to access remote learning will be provided with an individual learning package based on their needs and the needs of their child*** ● Download Dojo onto devices. ● Ensure children take part in each lesson (these are recorded so can be paused or re-viewed at any time) and complete follow-up work. ● Ensure that all work relating to the day's sessions are uploaded to their child's Dojo individual portfolio by 4pm. ● Phone school in the usual way if their child is ill. ● For safeguarding reasons (required by legislation) we will need to see that you have logged on every day. ● Recognise that if an entire bubble (whole class including staff) are isolating, the staff members may have family demands of their own e.g. their own children and home learning requirements. This may impact on how promptly they can respond to any questions you may have.	<u>On the first day of home learning the class teacher will</u>: ● Post on Class Dojo information about daily video lessons and inform parents of the times of the lessons. ● Meet (remotely)with SLT to go over requirements. ● Collate/ collect anything from school that may be necessary for the next two weeks including class laptop for working from home. <u>On the second day of home learning:</u> ● Video lessons via Dojo will begin. ● There will be 3 lessons each day lasting around 10/15 minutes each, depending on the age of the children (these may be a video of the class teacher or a link to a relevant teaching video) (*obviously younger children will only cope with shorter sessions*). ● The lessons will primarily be English and Maths; other subjects may be covered and links to useful websites provided. ● The class teacher will set follow up work to be completed after the video. If there are worksheets or items to be downloaded they will be posted on the Class Dojo portfolio. ● Class teachers will take a register of which children are accessing the video lesson and completing work. ***If the class teacher is ill and cannot produce work, an agreed programme of online resources will be provided and monitored by a member of SLT***

Expectations:

Daily	Weekly	What if?
English - Teaching input to be filmed and then sent via Class Dojo to individuals. Any resource to be photographed and sent via Class Dojo to accompany the lesson. **Maths** - Teaching input to be filmed and then sent via Class Dojo. Any resources that the children need are to be sent out via Class Dojo. **Wider Curriculum** - Teaching input to be recorded and any accompanying documents to be sent via Class Dojo. OR Oak National Academy links to pre-recorded lessons that will fit with the current sequence of learning in class. **Daily Class Reader** - Whilst reading to the class, teachers should voice record using the class IPad and upload this via Class Dojo. *SAFEGUARDING -* *Important to note that the children are not to be included in the teaching videos. This must only be the member of staff teaching.*	**Physical Education** - Recorded activity that the children could attempt, film or write a response for how they have done and send this back via Class Dojo. **Spellings** - Spellings to continue to go out weekly with feedback to be given on how they got on via Class Dojo. **Homework** - Homework to continue to go out weekly with possibility for this to be photographed and sent back in via Class Dojo Portfolios. **SPAG** - CGP SPAG book to be completed in stages and evidence to be photographed and sent back to teachers via Class Dojo. **Extra Resources** *(if required)* - Possible resources that can be added to support home learning. - Plan Bee - BBC Bitesize - Hamilton Trust **Important to note that we need to consider resources parents will have available at home.* **Lunches/ FSM** - Expectations are that schools will provide a free school meal to the child. This will have to be collected from school or delivered. If the whole school is closed, FSM vouchers will be provided for families. **SEN** - SENDco (Mrs Lowe) to contact families and check-up/ offer support for any issues that may have arisen. **Assessments** - Staff to update Insight (school tracking system) weekly with objectives that would have been covered with home learning. The expectation would be that these are marked as 1 on Insight to show that the objective is taught and we are unable to make clear (evidenced) judgements.	**Teacher or Teaching Assistant becomes ill** - Usual protocol to be followed with finding a cover teacher (or Mrs Halling) to be able to film teaching input and send this via Class Dojo. **Child is ill** - We would expect the child to at least engage in all videos sent where possible. **Resources/Technology** - Families may not be able to access home learning. As a school we must be able to support each family and offer a 'loan' system for some of our school equipment. **Teachers who are isolating at home are unable to get resources from school** - It will be important to utilise other members of staff to either retrieve or photograph work back to the teacher.

8. Safeguarding

Also see the school's Safeguarding and Child Protection Policy

COVID-19 Annex

Twyning Primary School is committed to safeguarding and promoting the welfare of children. This commitment remains the same in the difficult circumstances brought about by the COVID-19 outbreak. During this period, the principles and practices of the school's Safeguarding and Child Protection Policy and safeguarding procedures will continue to apply.

In order to ensure the safety and welfare of children whilst working in extraordinary circumstances, the school will adhere to the DfE coronavirus guidance:

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools

In practice, the following procedures will apply:

Designated Safeguarding Lead

There will always be a nominated DSL (Lucy Halling) or deputy DSL (Julie Bowen / Lorna Tingle) available, either on site or contactable by phone. Where a DSL or deputy is not on site, a senior leader will take responsibility for safeguarding on site if the school is open.

Pupils or parents with a safeguarding concern should contact the school as normal or email: head@twyning.gloucs.sch.uk

Vulnerable Children

The school will continue to work with and support children's social workers and local authority virtual school heads to help protect vulnerable children. This will include liaising with relevant providers and ensuring that vulnerable children and those on the edge of receiving social care support can attend school where appropriate.

Pupils and staff on site

The school will continue to be a safe place for children to attend. We will ensure that appropriate staff are on site to maximise safety, and refer to Government guidance for education and childcare settings on how to implement social distancing and to advice from Public Health England on handwashing and other measures to limit the spread of COVID19.

Pupils on site will be registered and the school will follow up on any pupil expected to attend. Pupils accessing remote learning will also be registered. Where a vulnerable child does not take up their place at school or, if accessing remote learning, is not registering daily, the school will notify their social worker.

The school will also maintain a record of all staff/volunteers on site and working from home, on any given day.

Guided Home Learning

The school will provide a safe environment for online learning (Class Dojo). All pupils and staff must remind themselves of and adhere strictly to the Acceptable Use Agreements and Online Safety Policy

Pastoral Support

We recognise that school can be a protective factor for children and young people, and that the current circumstances could affect the mental health of pupils and their parents. Staff will be in regular contact with pupils and will continue to be vigilant for signs of safeguarding risk or emotional distress. Safeguarding concerns should be reported to the DSL as outlined above. Staff are reminded of the need to report any concern immediately and without delay. All safeguarding and pastoral concerns will be logged in the usual manner. Pupils or parents with a pastoral concern should contact their child's class teacher who will support and direct them to other staff as needed.