

Remote Learning Policy for St Budeaux Foundation School



Date: 19/11/2020

Last reviewed on: November 2020

Next review due by: November 2021

Contents

1. Aims	2
2. Roles and responsibilities	2
3. Who to contact	5
4. Data protection	5
5. Safeguarding	6
6. Monitoring arrangements	6
7. Policies.....	6

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
- Reflect the school's commitment to the UN Conventions of the rights of the child specifically article 28, 29 and 31.

2. Roles and responsibilities

2.1 Teachers in the event of a bubble closure

Teachers must be available between 8.30am and 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 procedures between 7am and 4pm on the designated absence number. If it affects the completion of any work required ensure that arrangements have been made with year group partners or SLT to ensure work is completed.

Teachers are responsible for:

- Running their Google Classroom- setting work for home learning when a year group bubble closes:
 - Create a timetable for the week (with year group partners)- similar to that taught in school (see example on the network). This must include subjects from across the curriculum.

The timetable must include a mixture of subjects over the week.

- Ensuring children have continued interaction with the teacher and other pupils
- Liaising with year group partners to produce weekly English and Maths plans
- Setting differentiated My Maths, Times Table Rockstars
- Uploading the Weekly timetable to Google Classroom
- Creating online resources to support lessons throughout the week on Google Classroom. These will range from pre-recorded lessons by the class/year group teacher, live lessons, Oak

academy resources.

- Ensuring children know how to complete assigned work, turn it in, use templates, take photos of written work and upload
- Marking and commenting of children's work
- Delivering online safety lessons to children- how to interact on the live stream, cyber bullying, appropriate language, safe searching
 - Continue the use of the 'Think you know' resources which support children's online safety at a time when they will spend much more time online.

➤ Providing feedback on work:

- Pupils can send any completed work to teachers via Google Classroom [and/or MyMaths or any other package used by the school](#)
- Teachers can mark and return work to pupils via the comments feature
- Teachers should [aim to](#) mark work daily and return with a comment to the pupil within 24 hours

➤ Keeping in touch with pupils and parents:

- Via the private message function in Google Classroom
- Parents to be called if pupils are not engaging in the home learning
- Year group emails- Emails received by the teacher from parents and pupils are to be checked between 9am and 4pm, Mon- Fri. Emails must be replied to within 48hrs. Email replies are only to be sent during these times.
- Any issues that are received are to be dealt with professionally by the class teacher and the Headteacher should be BCC'd in the communication. If necessary teachers to contact a member of SLT for advice (see emailing tips and strategies in the appendix)
- Withheld numbers may be used as teachers can use their mobile phones from home. Contact details can be accessed from Scomis, please ensure you log off and do not share information with a third party. Record all contacts with parents on CPOMs and add any relevant actions. Example CPOMS comment 'Telephoned Mum offered support during home learning and I spoke with the child who is getting on well. No concerns.' Alert the safeguarding team with any immediate concerns via telephone.
- Contact should be polite and encouraging. Teachers must adhere to the email policy and not give out any personal details. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly.
- Locations (e.g., avoid areas with background noise, nothing inappropriate in the background)

2.1a In the event of individual pupil self-isolation

- o Weekly home learning to be set via Google Classroom and MyMaths for all individual pupils who find themselves in isolation
- o Children in isolation will have work allocated, as soon as possible, once a child has been identified as self-isolating
- o Daily lessons span across the curriculum; lessons are closely matched to the curriculum delivered in school.
- o Work is tailored to each pupil and those with SEN have individual work provided.
- o Lessons for these pupils come from Oak Academy and other online sources.

2.2 Teaching assistants

Teaching assistants must be available between 9am – 3pm, Mon to Fri. During this time, they are expected to check work emails and be available when called upon to support the children with their learning. 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.

Teaching assistants are responsible for:

- Supporting pupils with learning remotely:
 - o When requested by the class teacher or the SENCO
- Attending virtual meetings with teachers, parents and pupils:
 - o At present we have not established virtual meetings where LSAs attend – delete this! We will need to put training in place to be able to do this or it could be that we change and add the information connected to phone calls.
 - o Locations (e.g., avoid areas with background noise, nothing inappropriate in the background)

2.3 Subject leads

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

- Supporting teachers with setting relevant online learning via Google Classroom

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders and middle (where appropriate) leaders are responsible for:

- Co-ordinating and supporting the remote learning approach across the school
- Monitoring the effectiveness of remote learning – reviewing work set by teachers weekly, monitoring MyMaths, monitoring email correspondence between parents and teachers
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

Maintaining contact, collating, passing on information and responding to any concerns. All appropriate information will be uploaded to CPOMS and shared accordingly.

See the COVID-19 amendments to the Child Protection Policy

2.6 computer subject leader and Headteacher

These staff are responsible for:

- Creating emails and access to systems for children, staff and parents to access distance learning
 - 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 systems and flagging any data protection breaches to the data protection officer
 - Assisting pupils and parents with accessing the internet or devices
-

2.7 Pupils and parents

Staff should expect pupils to:

- Be contactable during the hours of the school day 8:45am – 3.10am – although they may not always be in front of a device the entire time
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work

Staff should expect parents to:

- Be respectful when contacting staff for any reason, including making any complaints or sharing concerns
- Contact staff by email, not by using the children's login for their distance learning

2.8 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 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:

- Issues in setting work – talk to the relevant subject lead/SENCO/SLT
- Issues with behaviour – talk to the SENCO/SLT
- Issues with IT – talk to L Coombes who can contact support if needed
- Issues with their own workload or wellbeing – talk to their Phase Leader/SLT
- Concerns about data protection – talk to the Headteacher or contact the LA data protection officer (Liz Easterbrook)
- Concerns about safeguarding – talk to the DSL

All staff can be contacted via the school email addresses

4. Data protection

4.1 Accessing personal data

When accessing personal data, all staff members will:

- All staff have access to CPOMS to record any parent contact or concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party.
- Relevant staff are able to access parent contact details via SIMS using a secure password. Do not share any details with third parties and ensure SIMS is logged off when not being used.
- SLT have the ability to locate personal details of families when required through securely accessing SIMS. SLT are not to share their access permissions with other members of staff.
- School laptops are the school's preferred devices to be used when accessing any personal information on pupils. However, staffs' own computers can be used as long as they are using the school's terminal server, which has multiple safety features to access the system. Staff need to ensure that they do not share any details with third parties and ensure they are logged off when not being used.

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. 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 and ensure that they are working within GDPR guidelines.

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

5. Safeguarding

Please see the following for updates concerning safeguarding in relation to home learning.

COVID-19 amendments to the Child Protection/Safeguarding Policy, Our Acceptable Use Policy details reference to remote learning curriculum and risks online.

This policy is available on our website.

6. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government by the headteacher. At every review, it will be approved by the Headteacher and SLT.

7. We also have the following policies in place

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

Tips for Home Learning

- Daily lessons must follow your normal weekly lessons- daily English and Maths lessons
- Share and preparation
- Create a weekly timetable of lessons (see template and complete)
- Each teacher is in control of their own classroom unless ill- responding to pupils, marking work
- Continue to follow the curriculum taught in school
- Keep English and Maths at the same times every day and vary the lessons either side
- Oak academy can be used where the lesson fits with the curriculum
- Remember it is best to upload Word versions of documents or to create documents with google docs/slides to use
- If carrying out live lessons use google classroom or TEAMS and share your screen, here you can use prepared smart notebook files on which you can annotate and share with the children to model strategies
- If carrying out live lessons focus on the learning, pause to give children time to think, ask them to share their ideas in the chat or show to the screen
- Don't rush the lesson (see some Oak academy lessons to help you)
- Provide the children with a google doc on which they can complete their work and submit it
- All assignments must have a due date set and be allocate to the topic- Home Learning-
- Children must submit every piece of work completed throughout each day
- Teachers are to acknowledge all work received and give feedback where necessary
- Quizzes can be set for independent work or at the end of lessons to check learning

