



eastbury
primary
school
Succeeding together

Eastbury Primary

Remote learning policy

2020/2021

Approved by:

Grace Abwooli
Jen Ferguson

Date: 31st August 2020

Last reviewed on:

January 2021

Next review due by:

July 2021

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.
- Include continuous delivery of the school curriculum
- Support the well-being of pupils and staff
- Consider continued professional development for staff
- Support effective communication between the school and families
- Provide opportunity for pupils to communicate with teachers and peers where possible
- Provide appropriate guidelines for data protection
- Online safety guidance

Roles and responsibilities

When providing remote learning teachers will 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 following the school's sickness absence procedures on the designated absence number. Alternative arrangements will be made within the year group along with a member of SLT if it affects the completion of any work.

Teachers

When providing remote learning, teachers are responsible for:

- Creating a weekly timetable of work for their year group
- This will include subjects from across the curriculum to ensure the children receive a balance curriculum
- Teachers within year groups will work together to plan lessons and prepare resources for homework/remote learning
- The work set should follow the usual school timetable
- Teachers in Nursery and Reception will set work on *tapestry*
- Teachers in Year 1 and 2 will set work on *ClassDojo*
- Teachers in Year 3 – 6 will set work on *Microsoft Teams*.

Resources to deliver this Remote Education Plan include (these may include, but is not limited to):

- Online tools for EYFS, KS1, KS2 will include Tapestry, Google, Microsoft Teams and Class Dojo
 - Use of pre-recorded videos, instructional videos and daily catch up sessions
 - Weekly live year group assemblies via zoom provide an opportunity for pupils to see and interact with their teachers and peers remotely
 - Use of BBC Bitesize, YouTube and Oak National Academy
 - Purchased school subscription tools, such as My Maths, Timetable Rockstars, LitShed+, EducationCity, Online quizzes designed by the teacher
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- Allocating reading books on BugClub.

Providing feedback on work:

- Pupils can send any completed work to teachers via Class Dojo, year group emails or through Microsoft teams directly
- Teachers will provide feedback when appropriate
- Teachers should respond to any emails from parents/children within 24 hrs (Monday-Friday 9.00-3.00)
- Feedback is given to children as next step targets once a week for English, Writing, Math's and a wider curriculum by the end of the week as per the marking policy
- Feedback can take many forms, individual personal feedback, audio/verbal feedback and points, whole-class feedback and quizzes marked automatically via Microsoft Teams
- Printed materials can be returned physically for the teachers to mark or images taken and sent via a range of devices (including mobile phones) and feedback can then be provided
- Teachers can send children's work to the Director of Learning to be added to the 'Celebration newsletter'
- The Network Manager will then be published the newsletter on the school's online 'Celebration of work' page

Keeping in touch with pupils who aren't in school and their parents:

- Teachers will keep in touch with parents and pupils via email and Class Dojo, Tapestry or Microsoft Teams
- Contact will be recorded weekly in an online Excel register (in addition to SIMS)
- 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 and log on safeguard

Attending virtual meetings with staff, parents and pupils:

- Staff INSET's, meetings as well as staff CPD sessions all take place using Zoom or Microsoft teams.
- During INSETs, or other staff meetings and CPD, Staff are expected to have their cameras on so that all members of staff can access
- When attending online meetings or sessions with parents, staff should only have their cameras on when on school grounds or there are other staff members present (physically or virtually)
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background).

Teaching assistants

When assisting with remote learning, teaching assistants must be available during their normal working hours, Mon to Fri. During this time, they are expected to check work emails and be available when called upon to attend school.

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 by:
 - Recording stories to support home learning
 - Organising/making resources to support the children's learning
 - Contacting children/1:1 by phone/Teams to support with learning

Leaders of learning and Subject leaders

Alongside their teaching responsibilities, as outlined above, leaders of learning and subject leaders are responsible for:

- Monitoring the work set by teachers in their year groups.
- 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 are appropriate
- Alerting teachers to resources they can use to teach their subject remotely
- All Leaders of Learning responsible for a year group should have access to view all Class Dojo, Tapestry accounts and work set on Microsoft teams within their year group.

Senior leaders

Senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – SLT.
- Monitoring the effectiveness of remote learning – through regular meetings with leaders of learning and subject leaders, reviewing work set.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- All Assistant Head Teachers should have access to view all Class Dojo, Tapestry accounts and work set on Microsoft teams within their phase.

Designated safeguarding lead

The DSL is responsible for:

- Maintaining contact, collating, passing on information and responding to any concerns.
- Ensuring CPD is provided for Online Learning Safety for all staff
- Information is provided to parents to keep Children safe online
- *See Safeguarding and Child Protection Policy*

Network Manager

- Network manager is responsible for:
- Resolving issues with systems used to set and collect work
- Helping staff with any technical issues they are experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

Pupils and parents

Only children of critical workers and vulnerable children and young people should attend school or college. All other pupils and students will receive remote education in the event of a school closure.

Critical workers' children:

- Children with at least one parent or carer who is a critical worker are able to attend school in the event of a lockdown.

Vulnerable children:

- In the event of a lockdown/school closure, vulnerable children's attendance is encouraged, where it is appropriate for them (that is, where there are no shielding concerns for the child or their household, and/or following a risk assessment for children with an EHC plan) so that they can gain the educational and wellbeing benefits of attending school.

As a school, we adhere, update and amend our policies according to the latest government guidelines.

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
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they are not able to complete work

Staff can expect parents with children learning remotely to:

- Take an active interest in your child's learning and help support them whenever they need a helping hand.
- Monitor your child's communication and online activity.
- Remind your child that despite being at home, the same level of behaviour and conduct exists as if they were at school.
- Encourage them to remain polite, remember their manners and not to post or send any negative comments
- Establish a daily schedule and routine by following the weekly timetable
- Encourage screen breaks away from devices
- Maintain feedback with teachers and make the school aware if their child is unwell or unable to complete set work
- Seek help from the school if you need support – via Class Dojo, Tapestry or Microsoft Teams
- Monitor your child's wellbeing and mental health

If a child is not engaging with the learning, the school use the following strategies to provide additional support:

- Phone call home
- Contact will be recorded weekly in an online register (in addition to SIMS).
- Increased feedback Via Teams, ClassDojo or Tapestry

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

SENCo

The SENCo is responsible for:

- Liaising with teachers and Network Manager to ensure that the technology used for remote learning is accessible and that reasonable adjustments are made where required
- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the headteacher and other organisations to make any alternate arrangements for pupils with EHC plans
- Identifying the level of support

Loan Laptops

We recognise that some pupils may not have suitable online access at home. The government is providing laptops to help children and families access remote education during school closure. Laptops and tablets can be made available, if there is no existing access to a device, for:

- disadvantaged children in years 3 to 6 whose face-to-face education is disrupted
- with no digital devices in their household
- whose only available device is a smartphone

These laptops are to be used for the purpose of remote learning only and for the period that the child accessing remote education. At the end of this period of remote education, the laptop must be returned to the school immediately.

Data protection

Accessing personal data

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

- Have access to Safeguard and EduKey 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

- Teachers are able to request parent's contact details if needed. Do not share any details with third parties and ensure SIMS is in logged off
- SLT have the ability to locate personal details of families when required through securely accessing SIMS
- If there is a concern around the level of engagement of a pupil/s parents should be contacted via phone to access whether school intervention can assist engagement

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 won't need to give permission for this to happen.

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

Keeping devices secure

These tips are based on our article on the [GDPR and remote learning](#).

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

Safeguarding

Please see our school's Safeguarding policy for updates concerning safeguarding in relation to home learning. This policy is available on our website.

Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government by G.Abwooli (Director of Learning) and Jen Ferguson (Assistant Head). At every review, it will be approved by Mrs Shepherd (Headteacher) and SLT.

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 Leader of learning, Director of learning or AHT
- Issues with behaviour – talk to the relevant Leader of learning or AHT
- Issues with IT – talk to Network manager
- Issues with their own workload or wellbeing – talk to their Leader of Learning of AHT
- Concerns about data protection – talk to the data protection SBM
- Concerns about safeguarding – talk to the DSL
- All staff can be contacted via the school email addresses

Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding & Child protection policy
- Data protection policy
- E-Safety Policy
- Acceptable Use of IT policy

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>