Policy on Remote Learning

September 2020

Rackham (CE) Primary School Policy

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Aims

This remote learning policy aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school.

- Set out expectations for all members of the school community with regards to remote learning.

Roles and responsibilities

Teachers

When providing remote learning for forced closure, teachers must be available between 9am and 3.30pm.

If a teacher is 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:

1. Setting work:

   - In the first instance, children in their class.

   - Daily video posted on Seesaw® that introduces and explains the work set for the day (posts can be scheduled the day before).

   - Seesaw® posts to be scheduled for 8am or earlier.

   - Daily English, Maths and one other.

   - Planning and resources will be completed by Wednesday and then sent to Curriculum Leads before being sent out on the Friday for the following week.

   - Work will be uploaded onto the school website and Seesaw® / Tapestry® before 9am on Monday morning.

   - Curriculum Leaders will lead weekly virtual meetings to ensure consistency across the year/subject.

   - Weekly class Zoom® meeting.

2. Providing feedback on work:

   - Details of expectations for uploading, marking and feedback and monitoring can be found in the '**Staff Expectations for Seesaw**' document.

3. Keeping in touch with pupils who are not in school, and their parents:

   - Teachers are expected to make weekly contact, via emails, phone calls or Zoom®.

   - Calls made using personal phones must have 141 inserted before the recipient's number so that your phone number is hidden from view.

   - Teachers should check emails at least once in the morning and once in the afternoon and should respond to all parents within 24 hours. If the matter cannot be resolved within that

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period, the teacher will acknowledge the email and explain the parent the reason for the delay and the actions they are taking.

- Where a family displays difficult behaviours or is unable/unwilling to comply, teachers will contact the Pastoral Team.

4. Attending virtual meetings with staff, parents, and pupils:

- Please refer to the Rackham zoom guidance for details.

Teachers working in school:

If teachers are working in school, their planning responsibilities will be covered by other members in their team. They will still check their own class Seesaw® account. This may be subject to change and will be considered on a case by case basis.

Teaching Assistants

All Teaching Assistants must be available for their contracted school working hours.

If teaching assistants are unable to work for any reason during this time, for example 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:

1-2-1 Teaching Assistants:

- o Supporting their named child as directed by the class teacher through twice weekly Zoom®
- o Complete any CPD set by the Head teacher
- o Attend class zoom meetings

General Teaching Assistants:

- o Support the class teachers by reading and recording four stories each week, one per phase bubble
- o Attend class zoom meetings
- o Where possible, continue with interventions, but remotely

Teaching Assistants working in school:

If Teaching Assistants are working in school, their responsibilities will be covered by other members in the Teaching Assistant team. This may be subject to change and will be considered on a case by case basis.

Senior Leaders

Alongside any teaching responsibilities, Senior Leaders are responsible for:

- Co-ordinating the remote learning approach across the school for their bubble
- Monitoring the effectiveness of remote learning such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents

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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

- 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:

- Make the school aware if their child is sick or otherwise cannot complete work

- Seek help from the class teacher in the first instance if they need it

- Be respectful when making any complaints or concerns known to staff

Governing Body

The Governing Body 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

Expectations of staff during online meetings

When attending virtual meetings all staff should follow expected professional standards in relation to:

- Dress code

- Location, e.g. avoid noisy areas, nothing inappropriate in the background

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 curriculum lead or SENCO

Issues with behaviour: Talk to the relevant Curriculum Lead or Pastoral / SEND team

Issues with IT: (ICT helpline 0300 300 0000)

Issues with their own workload or wellbeing:

- Teachers talk to Charlotte Hailstone or Bridget Harrison.

- Teaching Assistants talk to Selina Wakefield.

Concerns about safeguarding: Talk to the DSL and log immediately on CPOMS.

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Data protection

Accessing personal data

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

- Use school provided IT equipment unless otherwise authorised

Processing personal data

Staff members may need to collect and/or share personal data such as such as email addresses and telephone numbers as part of the remote learning system. If this processing is necessary for the school's official functions, individuals will 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.

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 with a strong password containing at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. *, !, $, £, etc.)

- Ensuring the hard drive is encrypted so that if the device is lost or stolen, no one can access the files stored on the hard drive

- Making sure the device locks automatically if left inactive for more than 5 minutes

- Not sharing the device with family or friends

- Installing antivirus and anti-spyware software

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

See **GPDR Policy and Guidance** for further details.

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 for children and parents.

- Home-school agreement

- ICT and internet acceptable use policy

- GPDR Policy and Guidance

- Zoom Guidance

- Staff Expectations for Seesaw

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Agreed by:	Signature	Date
Simon Karger Chair On behalf of the board of Governors		25.09.2020

Approved by:	Signature	Date
Bridget Harrison Headteacher Rackham C. of E. Primary School		25.09.2020

Review by: 25 /09 /21