



Policy for Remote and Blended Learning 2020-21 v3

Learning, growing and caring as part of God's family

*"I am the vine, and you are the branches. If any remain in me and I remain in them, they produce much fruit."
(John 15:5)*

Key Principles

Pupils positively understand their worth and potential-and that of others

Pupils develop skills, knowledge and enthusiasm for ongoing learning through an inspiring curriculum

Pupils grow in emotional and spiritual resilience, surrounded by God's love

Policy References

This policy is written with reference to the following school policies:

- Attendance Policy,
- Behaviour Policy,
- Complaints Policy,
- Safeguarding Policy,
- SEN/D & Inclusion Policy
- Single Equalities Policy
- Home School Agreement
- Online Safety Policy

Most of these policies are available on the school website. In addition, copies are available upon request from the school office.

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

1. Definitions

For the purpose of this policy we define different types of learning:

- Home Learning – the learning set by school for homework and work that can be done to consolidate and rehearse in school learning. This is covered by our homework policy.
- Blended Learning – the combination of school learning and online learning to support pupils and parents to access learning opportunities and activities. This will take place when the majority of the class are in school and individual children are self-isolating.
- Remote Learning – the learning that is provided for parents and pupils to access at home only when the bubble/s is/are closed, or lock-down has placed a cap on numbers. Remote learning will be provided for children who are self-isolating and well. However when children are ill we will not be setting them work, as they need to concentrate on recuperating without having to worry about work.

2. Roles and responsibilities

2.1 Teachers

When teachers are in school and children are able to attend school, the priority is the teaching and learning of the children in school. If children need to be away from school due to COVID19, then teachers will provide home learning opportunities via a variety of methods. These may include our online platforms Purple Mash and Showbie, email, workbooks or other paper resources. These opportunities will generally reflect the learning continuing in the classroom.

When the bubble is shut, or lockdown has placed a cap on numbers, then teachers will provide remote learning for the children in their class. Teachers must be available between 9.00am and 3.00pm, except for lunch break, when providing remote learning. If teachers are 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:

Government guidelines state that at Primary school an average of 3 hours remote learning is expected in KS1 and 4 hours in KS2. Younger pupils will do less. All pupils will need to continue with important non- IT based activities such as physical activity and the arts.

- Creating a weekly plan of work for their year group. This must include subjects from across the curriculum. Work will keep to the usual curriculum as far as is possible, however, due to obvious constraints, different/additional power-points/worksheets and activities etc. may be used. All teachers must have a two week "fall back" remote learning plan ready to be shared in case of sudden unavailability through illness.
- Set reading, spelling, grammar and punctuation (phonics in KS1 plus any pupils in KS2 who continue to access phonics) and White Rose Maths as appropriate.
- Year group daily/weekly timetables/learning plans to be sent to parents by the next working day after the bubble closes.
- Online safety curriculum to be followed at <https://www.thinkuknow.co.uk/>. The page has been created to support parents during COVID-19 and the closure of schools. Each fortnight, they will be releasing new home activity packs with simple 15 minute activities that can be completed at home to support children's online safety at a time when they will be spending more time online.
- All families will be given packs of physical resources in addition to e- learning, and those who are unable to access technology/ have more than one child sharing technology will be signposted to available additional IT resource. Younger

pupils will have more physical resources than older pupils, as a large amount of screen time is inappropriate. Many families struggle for printers and all primary age children need some hands on learning activities.

Providing feedback on work:

- Pupils upload learning onto Purple Mash/Showbie/email etc. as detailed by the class teacher's letter, minimum of one contact per day. This contact may be in one of many forms such as: zoom call, voice note, telephone call, written feedback via online platform etc.
- Teachers to comment on learning and work uploaded. Give next steps in learning as and when necessary.
- Teachers should respond to any messages from parents/carers within 48 hours. (Within the working week only).
- Teacher availability is shared with parents so that parents know that teachers will only respond within working hours.

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

- Superstar Awards certificates/ Class Star of the Week to be sent on Fridays. Superstars to still be published in the newsletter- for both pupils learning at home and in school.
- When staff are working in school with pupils they will not necessarily be expected to respond to Purple Mash/Showbie for learning during school hours, unless TAs are available to offer support during the school day. Teachers can use the learning that they have set on Purple Mash/Showbie/email within their teaching in school. Pupils can upload their learning to Purple Mash/Showbie/email in school as well as at home.
- Messages received via Purple Mash/Showbie or emails from parents and pupils are to be checked between 9am and 5pm, Mon- Fri. Messages must be replied to within 48hrs during the working week. (If a message arrives late Friday it will wait until Monday am). Replies will only be sent between these times unless extremely urgent.
- Any issues that are received are to be dealt with professionally by the class teacher. If necessary teachers are to contact the Key Stage Lead or Head teacher for advice and forward any emails as necessary.
- Teachers are to attempt to make contact with all pupils in their class every week via zoom/telephone call. (Call when in school or withhold your number.) Contact details can be accessed from SIMs and CPOMS, please ensure you log off and do not share information with a third party. Record all concerns on CPOMS and add any relevant actions. If there is pastoral concern alert the Pastoral/DSL team.
- Contact should be professional, courteous and encouraging. Teachers must not give out any personal details. Any more than minor concerns should be notified to a member of SLT, who may choose to contact the parents directly.
- Children are expected to take part in at least one contact each day. This may take the form of work submission, an email or phone call/zoom from a member of staff. The work maybe for the teacher to comment on and give feedback.

Attending virtual meetings with staff, parents and pupils:

- All meetings with parents will be via zoom or phone appointments, unless a face-to-face meeting is in the essential interest of the child. Staff to ring from the school number, school mobile or a withheld number if working from home.
- If a face-to-face meeting is essential then parents and staff will be required to wear a face covering and stay 2 metres apart in a well ventilated space.
- Parents evenings will be conducted by either zoom or telephone appointments 10 minutes apart (8 minute duration). Teachers can be off site for these calls if they wish.
- Phone calls should be made from a private space, with no one able to overhear confidential and private information. Headsets to be provided for staff.
- All families must be sent the new "Online Meetings Code of Conduct" and required to abide by it by each class teacher
- If a physical staff meeting is deemed necessary it will be held in a large classroom/hall, however the norm will be remote meeting held by zoom. Teachers are expected to attend unless absent through illness.

2.2 Teaching assistants

Teaching assistants must be available during their normal working hours, Monday to Friday. During this time they are expected to check work emails, aid the class teacher and be available when called upon to attend school. If they are 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 (at the appropriate level) for:

- Supporting pupils with learning remotely. E.g. phoning/emailing/zooming children/giving feedback via learning platforms
- When requested by the SENCO, attending virtual meetings with teachers, parents and pupils.
- Helping adapt work as necessary for children with SEN/D
- Providing supervision for the bubble whilst the class teacher provides home learning
- Providing supervision for the bubble in case of unexpected teacher non-availability

2.3 Subject leads

- Support staff in the sourcing of physical and online resources, which teachers can access to support Remote Learning across the school.
- Monitoring the effectiveness of remote learning as appropriate

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 – reviewing work set by teachers, monitoring learning, monitoring correspondence between parents and teachers.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding leads

The DSL/DDSL is/are responsible for:

- Maintaining contact, collating, passing on information and responding to any concerns in line with Policy for Safeguarding Children.

2.6 IT staff

IT staff are responsible for:

- 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

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the hours of the school day 9am – 3pm, excluding lunch, 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, and explain why.

Staff can expect parents to:

- Make the school aware if their child is sick or otherwise can't complete work and explain why.
- Send their child to school if their class/bubble is open for them to attend and they have an allocated place.
- Support their child in their home and with remote learning if they can't attend for any reason.
- Seek help from the school if they need it – staff should refer parents to Purple Mash/Showbie and other useful links for learning.
- Be courteous and respectful when making any complaints or concerns known to staff.
- Ensure their child follows the code of conduct for remote lessons

2.8 Governing body

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible, bearing in mind the natural limitations
- 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, 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 IT subject leader/ HT who will contact N. Sillitoe (IT support from BTLS) if needed.
- Issues with their own workload or well-being – talk to their Key Stage Lead/SLT
- Concerns about data protection – talk to the data protection officer (School Business Manager)
- Concerns about safeguarding – talk to the DSLs
- All staff can be contacted via their school email addresses

4. Data protection

4.1 Accessing personal data

When accessing personal data:

- 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.
- Teachers are able to access parent contact details via CPOMS using a secure password and the authenticator APP. Do not share any details with third parties and ensure CPOMS is logged off when not used.
- SLT have the ability to locate personal details of families when required through securely accessing CPOMS. SLT are not to share their access permissions with other members of staff.
- School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

4.2 Processing personal data

Staff members may need to collect personal data such as email and phone numbers 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. However, staff are reminded to collect and/or share as little personal data as possible online. All staff must be very mindful of GDPR procedures, especially when emailing -BCC!

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 and keeping operating systems up to date – always install the latest updates

5. Safeguarding

Please see updated Policy for Safeguarding of Children (T drive and hard copy on Safeguarding board in staffroom).

6. Monitoring arrangements

This policy is to be reviewed by SLT, as and when the government provides updates to remote learning guidance. At every review, it is to be discussed with Staff and shared Governors. Last reviewed 28.1.21