Trawden Forest Primary School

Remote Learning Policy

January 2021

Contents

1. Aims

This remote learning policy for staff aims to:

o Ensure consistency in the school's approach to remote learning

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

o Provide appropriate guidelines for data protection

o 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

Teachers

When providing remote learning, teachers must be available between 9am and 3.30pm, Monday to Friday.

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. To do this contact the Headteacher (L Stinchon) or the Deputy Headteacher (C Clark) on the day of absence, so that SLT can ensure there is someone in place to set/respond to any remote learning.

When providing remote learning, teachers are responsible for:

o Setting work for their own class (which includes children present in the classroom and those isolating at home).

o In the case of a member of staff being unavailable to work due to illness or caring for a dependent, teachers may be required to provide remote learning for classes other than their own.

o If a child is self-isolating, the teacher must set them daily and weekly learning sessions (see below) and make verbal contact with them at least 2 x a week to check on progress.

o Setting protocols for remote learning which are shared with pupils and parents to ensure that each pupil adheres to safeguarding rules and expectations for each session.

o Ensuring remote learning will be a blended approach between online learning and paper based work.

> **Setting work:**

- o Work set will include **daily lessons for English** and **Maths**

- o **Weekly lessons for foundation subjects** will be linked to key stage curriculum overviews. History, Geography, Science, MFL, RE, PSHE, Expressive Arts and PE.

- o **EYFS will have a blended curriculum** to include online activities and practical activities both inside and outside the home/classroom. Children will have a daily face to face meeting with the class teacher which includes taking the register, story time or phonics input.

- o **Teachers are to deliver/ promote video teaching lessons**. This can be through signposting to Whiterose/BBC video teaching sessions or a combination of face to face teaching or video sessions through Zoom, voice over powerpoints, embedded video powerpoints, live lessons and video recordings within the classroom. There must be a minimum 5 x week face to face sessions with their own cohort.

- o English and Maths work will need to be available for children to access on Seesaw from 9am each weekday morning. If Seesaw is not operational, then work will be set via the Pupil Zone on the school website or sent via ParentMail.

- o Weekly lessons of foundation subjects, will need to be available on the appropriate day on Seesaw from 9am and will remain active for 5 days.

- o Direct teaching sessions should, where possible be coordinated across school to prevent year group/ sibling clashes (In the unlikely event that there is a clash, sessions will be recorded).

- o Teachers should ensure all children have their passwords for age related online program.

- o All work should be uploaded to the relevant class page on Seesaw.
  Teachers should create headings to make it clear where children access the work with the date and title of subject.

- o All work should be uploaded on to Seesaw. Where possible all work should be created in a manner that can be easily marked.

- o The DfE recommend that primary aged pupils working remotely have access to the core teaching that they would receive in school amounting to 3 hours per day in KS1 and 4 hours per day in KS2.

> **Providing feedback on work**:

- o **Pupils are expected to upload all work**, including photographs of work on to S e e s a w . If this system is not operational, then pupils and parents can email work directly to the teacher's school email account.

- o **Teachers are expected to provide feedback** on individual pieces of work. This can be done through in depth marking, verbal feedback or light touch marking depending on the tasks and work set. Feedback can also be given by a Teaching Assistant and on some occasions, children can mark the work themselves under the guidance of an adult.

- o Feedback should be provided before the next piece of work is given. For English and maths, this would occur on a daily basis. For other subjects it would occur once a week

when the children completed a specific task.

- o **Assessment opportunities** such as pre and post checklists, quick quizzes, pupil and parent questionnaires, data analysis, open ended question tasks will be set to allow age appropriate assessment to take place within subjects.

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

- o Children who are not in school or having to self-isolate can keep regular contact through Seesaw. Each teacher has a specific email address that will allow children and parents to contact them. Teachers are asked to make verbal contact with pupils self-isolating from the rest of the class at least 2 x week.

- o If the majority of children are still in school, then the teacher will use teaching videos and lessons for children isolating at home. The links will be set up on Microsoft Teams on the relevant class pages.

- o If all children in a year group bubble have been forced to all isolate at home then the teacher will set work, as listed above, through Seesaw. Daily Zoom sessions will be set up to provide interaction with the children to support their learning. In the event of this not being possible due to staff illness or technical difficulties another staff member will take the lead on this maintain a minimum 3 x weekly virtual contact.

- o **Teachers are available for work between 9am and 3.30pm** and would respond to emails from children or parents during these times. It is not expected for them to return emails outside of these times, but they are welcome to do so if they wish.

- o Teachers should notify the DSL of any concerns or complaints.
- o It is important to ensure that all children have access to Seesaw and Zoom and discussions will take place with parents who say that they do not have access or children cannot complete the work.

- o Teachers will provide support on how to handle any behavioural issues, such as failing to complete work. In line with DfE guidance parents are to be informed immediately where engagement with remote learning is of concern.

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

- o Teachers are reminded, that in all virtual meetings / recorded videos, they should be appropriately dressed as if they are in school. They should also find a space with a neutral background. If this cannot be achieved they are advised against using a background that could give out personal information or cause offence.

- o Taking part in virtual CPD opportunities.

Teaching assistants

Teaching assistants must be available between 9am – 3:30pm, Monday to Friday (usual working hours). If they're unable to work for any reason during this time, for example due to sickness or caring for a dependant, they should report this using the normal absence procedure.

When assisting with remote learning, teaching assistants are responsible for:

> Supporting pupils with learning remotely:

- o When requested by the SENCO or Class teacher
- o When asked by the teacher to create content for Seesaw or practical resources / learning packs.

- Take part in virtual CPD opportunities.
- Provide in class pupil support under the direction of the class teacher.

> Attending virtual meetings with teachers, parents and pupils:

- Teaching assistants are reminded, that in all virtual meetings / recorded videos, to be appropriately dressed as they would be in school. They should also find a space with a neutral background. If this cannot be achieved they are advised against using a background that could give out personal information or cause offence.
- Children are expected to be fully dressed and ready to learn when they log on to zoom.

Subject Leads

- Alongside their teaching responsibilities, as outlined above, subject leads are responsible for: Monitoring the work set by teachers in their subject – review work set weekly on the website. Evaluate any changes that may need to be made to the curriculum and curriculum overview to allow for the subject to be effectively taught through remote learning.
- Work with teachers teaching their subject remotely to make sure all work set is appropriate and consistent.
- Work with other subject leads and senior leaders to make sure work set remotely across all subjects is age appropriate, consistent with the curriculum map and progressive.
- Alert teachers to resources they can use to teach their subject remotely

Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- HT & DHT will co-ordinate the remote learning approach across the school – teachers / teaching assistants to contact HT & DHT with any teaching and learning concerns.
- Monitoring the effectiveness of remote learning – regular meetings with teachers and subject leaders, review and monitor work set on Seesaw including feedback from pupils and parents.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- HT will be informed by teachers, of any changes to the live video meetings' timetable and will reserve the right to join for full or part sessions.

Designated safeguarding lead

The DSL is responsible for:

Maintaining contact, collating, passing on information and responding to any concerns.

Complete daily / weekly welfare calls to vulnerable pupils and families.

See the COVID-19 amendments to the Safeguarding and Child Protection Policy

IT staff (Easytech-IT)

IT Technician is responsible for:

Fixing issues with hardware, supporting school with developing an effective hardware management plan for pupil and staff use.

Supporting the IT lead with acquisition of new digital programmes.

BT Lancashire are responsible for:

Netsweeper filtering installation and management along with SIMs data management.

Internal IT Subject lead (S Loynds) is responsible for:

helping staff and parents with any technical issues they're experiencing (where possible)

All Staff are responsible for:

Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
Assisting pupils and parents with accessing the internet or devices

Pupils and parents

Staff can expect pupils learning remotely to:

Be contactable during the school day – although it is not expected they are 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're not able to complete work

Staff can expect parents with children learning remotely to:

Make the school aware if their child is sick or has technical difficulties and otherwise can't complete work

Seek help from the school / class teacher if they need it

Be respectful when making any complaints or concerns known to staff

Ensure that their child engages fully with remote learning – thus ensuring that their child is accessing the curriculum provided by the school / class teacher

Governing Board

The governing board is responsible for:

- o Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible

- o Approving financial investments in digital technology

- o Approving whole school curriculum development and related policies

- o Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

3.Effective teaching

Effective teaching and learning is **NOT** separate from the effective use of technology. Remote learning should be of the same standard as face to face learning and the curriculum offered **MUST** be coherent with the curriculum delivered in school.

- o Each lesson must be started with a review of learning
- o Each lesson must be sequential and progressive
- o Children must develop their retention and recall of knowledge and skills including 'sticky knowledge'
- o Gaps in knowledge need to be narrowed through targeted objectives and supported with online programmes where learning can be tailored to need.
- o Learning / live and video teaching sessions should have PACE and be pitched appropriately.
- o Assessments are integrated into lessons - using the features of a multi-functional platform, teachers can create regular, pre and post-lesson quizzes. Consideration should be given to ensuring availability for pupils without ready online access, including through distribution of hard-copy versions.
- o EYFS pupils need a range of continuous provision based activities which reflect their curriculum / development matters alongside structured early reading and early maths direct teaching.
- o Remote learning should be a seamless blended package between online and paper based learning.

4.Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- o Issues in setting work – talk to the relevant subject lead or SENDCO / or colleague
- o Issues with behaviour – talk to the HT / DHT/SENDCO
- o Issues with IT – submit a 'ticket' to Easytech IT or speak with IT leader (S Loynds).
- o Issues with their own workload or wellbeing – talk to HT
- o Concerns about data protection – talk to the HT
- o Concerns about safeguarding – talk to the DSL (L Stinchon) or Deputy DSL (C Clark) about safeguarding and vulnerable pupil concerns.

5.Data protection

Accessing personal data

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

Access data through password protected One Drive and not external hard drives

Use school devices where possible or home devices using password protected One Drive

Processing personal data

Staff members may need to collect and/or share personal data such as email addresses, postal addresses and telephone 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 are to use and share their work email address only as this is a public address. (initialsuname@trawden.lancs.sch.uk)

Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- o 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)
- o 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
- o Making sure the device locks if left inactive for a

  period of time

- o Not sharing the device among family or friends
- o Installing antivirus and anti-spyware software
- o Keeping operating systems up to date – always install the latest updates

6.Safeguarding

The most up to date Safeguarding and Child Protection Policy is always available on the school website.

- o Hard copies are held in the office
- o Electronic copies can be emailed to you upon request

When the class teachers or headteacher holds a zoom session there will always be their TA or another member of staff on the session to safeguard everyone. If breakout rooms (or equivalent) are used then there will be a member of staff in each room.

7.Monitoring arrangements

This policy will be reviewed monthly by HT / DHT for the first term. Then termly. It will be reviewed and approved by Curriculum Committee then presented to the Full Governors on a termly basis (where amendments have been made).

8.Links with other policies

This policy is linked to our:

- o Staff Code of Conduct
- o Pupil Behaviour policy

- o Equality Duty
- o SEND policy
- o Child protection & Safeguarding policy (and coronavirus addendum to our child protection policy)
- o GDPR / Data protection policy and privacy notices
- o ICT and internet acceptable use policy
- o Online safety policy
- o Acceptable Use Agreement

Approved by: L Stinchon Headteacher I Ross Chair of Governors	Date: 25-01-2021
Next review due by: (ongoing) March 2021	Date: