Remote learning policy

September 2020.

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Contents

Rational

This remote learning policy has been written as guidance for staff and parents during the COVID-19 pandemic. It sets out details of the procedures staff at Welholme Academy will use to ensure children have access to immediate remote teaching if:

- Individuals or groups of pupils need to self-isolate, but the rest of the school is still open: or
- There are local or national restrictions that mean most pupils need to stay at home.

It sets out the procedures we will use to ensure all children have access to a learning experience which meets the differing needs of our families. It takes into account the age and stage of development of our children and their access to online devises.

1. Aims

<u>Our Aims are to:</u>

- 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, including staff, parents/carers and pupils with regards to remote learning

- Provide appropriate guidelines for data protection

2. Roles and responsibilities

2.1 Teachers

In the event of the whole class having to self-isolate, the class teachers will be available between 9am and 3pm to provide remote learning.

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 to the Principal using the normal absence procedure. In the event of this happening another member of staff will be assigned to provide remote learning

When providing remote learning, teachers are responsible for the following:

Setting work

Teachers will plan a programme of work that is equivalent to the core teaching time pupils would receive in school each day.

They will set work **daily** in a range of curriculum areas. The content will be progressive with some opportunities to reapply prior learning and also opportunities for new learning.

The learning tasks will be, as much as possible, linked to our whole school and year group planning and the learning those pupils still in school will be doing. This will be supplemented by our existing online home learning programmes such as Lexia, Reading Plus, White Rose Maths, Times tables Rockstars and Numbots.

Reading books will be sent home with each child during any isolation period.

We are keen to maintain a sense of being part of the class and teachers will offer some direct teaching input through videos posted onto the Microsoft Teams or Class Dojo to encourage this. This could be in the form of a class story or it could be an interactive maths input.

Each child will have work uploaded onto their Dojo page or Teams assisgnments. Children can also create documents in their own file to share with their teacher.

Teachers will be understanding of the differing needs and challenges of each family and will plan a flexible approach to the remote learning. We recognise the need to work with our families to deliver our remote learning curriculum.

Pupils in Nursery, Reception and KS1 will have tasks set daily on Class Dojo. We recognise that for some of our younger children or families without access to suitable online resources, printed resources will be more suitable and these will also be available for families who would prefer this option.

Pupils in KS2 will have tasks set daily on Microsoft Teams. Again, printed resources will be made available to any pupils who don't have access to online learning resources. These will be linked to the online whole class learning.

Providing feedback on work:

It is important that children have the opportunity to share their work with their class teacher and receive feedback on their achievements or support.

Each child will be able to post their work to their file. The teacher will give individual feedback on 1 piece of work each day. The teacher will also give whole group/class feedback if needed on further work.

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

Communication between staff and pupils/families must be through the authorised school systems above and not through personal social media accounts. Parents/carers can also contact the school via the school telephone- 01472329944.

Our school website will have important information for parents.

Teachers may also contact a parent using the school messaging service- Teachers to parents.

Attending virtual meetings with staff, parents, pupils and outside agencies:

During a period of isolation, teachers may be needed to attend a virtual meeting. In the event of this, they must consider a suitable location which maintains confidentiality.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9pm and 3pm.

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.

Supporting pupils:

In the event of whole class needing to isolate, teaching assistants linked to that class will assist the class teacher with remote learning. They are responsible for:

Supporting individual/small groups of pupils identified by the class teacher who aren't in school with learning remotely under the direction of the class teacher.

Teaching assistants may also be involved with remote learning for individuals who are at home whilst the rest of the class are in school. This will be under the direction of the class teacher. This may involve giving feedback on work, uploading work to the child's online file.

Teaching assistants who are linked to a child with an EHCP will be expected to maintain contact through the authorized systems.

Attending virtual meetings such as staff briefings:

During a period of isolation, teachers may be needed to attend a virtual meeting. In the event of this, they must consider a suitable location which maintains confidentiality.

2.3 Subject leaders

Alongside their teaching responsibilities, subject leaders are responsible for:

Considering whether any aspects of the subject curriculum need to change to accommodate remote learning

Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent.

Monitoring the remote work set by teachers in their subject by reviewing work set and discussing with teachers any impact/barriers.

Alerting teachers to resources they can use to teach their subject remotely.

2.4 Senior leaders

Mr Chamberlainl will be responsible for the co-ordination of remote learning across the academy.

Miss Glasby will be responsible for monitoring the effectiveness of remote learning for any child on the SEND register.

They will monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents. Mrs Turrell and Miss Glasby will have access to each class learning platform.

They will monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is Miss Glasby. She is responsible for our child protection policy and leads our pastoral team to ensure the safeguarding of all children in school.

Refer to our safeguarding policy for any addendums for keeping children safe during remote learning.

2.6 IT staff

IT staff are responsible for:

Setting up the online systems in school for each class.

Supporting staff and pupils to use online systems effectively and confidently.

Fixing issues with systems used to set and collect work

Helping staff and parents with any technical issues they're experiencing

Monitoring the security of remote learning systems and flagging any data protection breaches to the data protection officer. This will be done under the guidance of the Director of Information Technology at the Enquire Learning Trust.

Assisting pupils and parents with accessing their internet or devices.

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

Be contactable during the school day. 1 face to face teaching session will take place at the start of each day.

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 otherwise can't complete work

Seek help from the school if they need it

Be respectful when making any complaints or concerns known to staff

3. Use of Live Teaching.

If the whole class is isolating in KS2, the class teacher will arrange 1 face to face video lesson each day. This will be at the beginning of each day. Children will be notified about this and can choose to participate in the session. This session could be used to give teaching input or model a new concept, read a story of check in with the class.

Due consideration should be given to the sharing of videos and photographs. Staff should avoid using personal devises and should only use equipment provided by the academy.

4. 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 subject leader or SENCO

Issues with behaviour – talk to the pastoral team, Miss Glasby or Mr Chamberlain.

Issues with IT – talk to Mr Clayton.

Issues with their own workload or wellbeing talk to Mr Chamberlain or Miss Glasby.

Concerns about data protection, talk to the Mrs Jackson.

Concerns about safeguarding, talk to Miss Glasby.

5. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will only use the Enquire Learning Trust approved platforms:

They will only use school provided laptops and ipads.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as names, assessment data 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.

4.3 Keeping devices secure

All devices used by staff members belong to the trust and will have Trust required security measures.

All staff members will take be responsible for 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)

> Making sure the device locks if left inactive for a period of time

> Not sharing the device among family or friends

6. Monitoring arrangements

This policy will be reviewed by Mrs Turrell as further guidance is given by the DFE or Trustees of Enquire Learning Trust. At every review, it will be approved by The Enquire Learning Trust.

7. Links with other policies

This policy is linked to our:

- Curriculum documents.
- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy