



Remote Learning Policy

Date:

Review Date:

Signed:

A handwritten signature in black ink, appearing to be 'Val Adams', written in a cursive style.

Chair of Governors

Signed:

A handwritten signature in black ink, appearing to be 'Damien Johnston', written in a cursive style.

Damen Johnston

Headteacher

1. 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.

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between the hours of 8:30 am and 3:15 pm.

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.

When providing remote learning, teachers are responsible for:

- › Setting work:
 - Teachers will have access to setting a stand-alone 1 day of learning via a learning pack to be sent home on the day of class closure.
 - Children will then access home learning via Microsoft Teams.
 - The following timetable will form part of the teaching via Microsoft Teams. Staff will introduce set tasks and provide direct instruction/modelling for 30-minute maximum slots for children in Year 1 to Year 6 adhering to the following timetable:
 - 9 am - phonics/guided reading
 - 9 am - Celebration Assembly (Friday)
 - 9:30 am - English/Maths
 - 11 am - English/Maths
 - 1 pm - Science (2 times a week)
 - 1 pm - other curriculum areas (3 times a week)
 - 2 pm - PE (2 times a week)
 - 2 pm - PSHCE (once a week)
 - 2:55 pm Assembly (Monday, Tuesday and Wednesday)
 - 2 pm Well-being activities to be completed at home or in school (Friday)
 - Sessions delivered via Microsoft Teams should be 30 minutes at an absolute maximum and children will have the opportunity to work for 30 minutes on an independent task. Teachers will be present to support learning throughout the lesson.
 - Children in the Early Years will continue to use the Tapestry platform only.
 - Afternoon sessions for children in Key Stage 1 can be a mix of synchronous or asynchronous teaching.

- Whole school events will continue to take place in a range of areas. These may be a mixture of asynchronous and synchronous events.
- Providing feedback on work:
 - Children can send completed work to the homelearning@margaretwix.herts.sch.uk email address or submit learning via Microsoft Teams.
 - Teachers will monitor assignment completion and will address any common misconceptions in lessons. Staff will not provide detailed feedback on every assignment completed.
 - Children involved in Catch up groups will be contacted directly by the teacher leading their group and will complete tasks set by their teacher.
- Keeping in touch with pupils who aren't in school and their parents:
 - Children who are not accessing Microsoft Teams will have weekly phone calls with their teaching assistant.
 - Teachers must be available to respond to emails regarding home learning between 8:30 am and 4 pm from Monday to Friday. Teachers will be in charge of responding to the pupils in their class.
 - Any parental or pupil complaints should be forwarded to senior leaders.
 - Failure to submit tasks via post or via the home learning email address will result in contact with the family from a senior member of staff.
- Attending virtual meetings with staff, parents and pupils:
 - Teachers should be dressed in line with the school dress code.
 - Teachers need to think about location of sessions via Microsoft Teams (e.g. avoid areas with background noise, nothing inappropriate in the background).
 - Parents and children should be appropriately dressed when on-line and should not be wearing bed clothes.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during their contracted hours.

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.

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

- Supporting pupils who aren't in school with learning remotely:
 - The class teacher will communicate with this with teaching assistants in advance.
 - Support the teacher to deliver the session and monitor options like chat, hands up and number of participants in the session.
- Attending virtual meetings with teachers, parents and pupils:
 - Teaching assistants should be dressed in line with the school dress code.

- Teaching assistants need to think about locations of sessions via Microsoft Teams (e.g. avoid areas with background noise, nothing inappropriate in the background)

2.3 Subject leaders

Alongside their teaching responsibilities, subject leads are responsible for:

- › Considering whether any aspects of the curriculum need to change to accommodate remote learning.
- › 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 for feedback are being met and acted upon.
- › Monitoring the remote work set by teachers in their subject.
- › Alerting teachers to resources they can use to teach their subject remotely.

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 by looking at levels of engagement and standards of work.
- › Ensuring children with special educational needs have access to high quality remote learning.
- › Ensuring disadvantaged pupils continue to engage in catch up programmes and are accessing home learning.
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- › Contacting children with an Education, Health and Care plan weekly. (Inclusion Leader)

2.5 Designated safeguarding lead

The DSL is responsible for:

- * Following up any safeguarding concerns highlighted by children, parents and teachers.

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 remote learning systems and flagging any data protection breaches to the data protection officer.
- › Assisting pupils and parents with accessing the internet or devices.

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- › Be contactable during the school day via their parents.
- › Complete work to the deadlines 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.

2.8 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.

3. 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 Inclusion Lead.
- › Issues with behaviour - talk to the relevant member of the senior leadership team.
- › Issues with IT - talk to IT staff.
- › Issues with their own workload or wellbeing - talk to their well-being/workload group representative or a member of the senior leadership team.
- › Concerns about data protection - talk to the data protection officer (Katie Harris - Interm IT)
- › Concerns about safeguarding - talk a member of the safeguarding team.

4. Data protection

4.1 Accessing personal data

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

- › Access the remote server.
- › Use laptops and devices which have a secure internet connection.
- › Access Microsoft Teams using a school/personal device which has a secure internet connection.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as their work email address 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. Parents can only use this email to make contact about issues with remote learning. If parents have additional queries/ issues about their child and their learning, they will use the school's home learning email address as teachers will only be expected to respond to remote learning issues.

4.3 Keeping devices secure

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

- › Keeping the device password-protected.
- › 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.

5. Monitoring arrangements

This policy will be reviewed annually by Damien Johnston (Headteacher). At every review, it will be approved by the full governing board.

6. Links with other policies

This policy is linked to our:

- › Child protection policy and coronavirus appendix to our child protection policy
- › Data protection policy and privacy notices
- › Home-school agreement
- › ICT and internet acceptable use policy
- › Online safety policy