

St Matthew's Bloxam C of E Primary School



Remote Learning Policy

October 2020

Aims

This Remote Learning Policy aims to:

- Ensure consistency in the school's approach to remote learning
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

Please note that this policy has been created with regard to advice and guidance received from Department for Education (DfE) and from Joint Unions

1. Roles and responsibilities

1.1 Teachers

Teachers ideally are available Monday-Friday during usual working hours but this will be primarily directed by their own personal family circumstances/situation during the current crisis. Underpinning this approach is an understanding for flexibility as to when teachers can be available. 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.

Teachers are responsible for:

➤ Setting work:

- Class teachers will provide approximately three activities per day for their pupils plus Reading;
- Class teachers will deliver one / two live lessons via MS Teams through children's welearn account a day if their bubble has closed;
- Activities should include one English (either Writing or Spelling); one Maths; and one other Curriculum subject;
- Use of Oak National Academy to support teaching strategies;
- Instructions should contain enough detail for the pupil to be relatively independent (age dependent) but should not over rely on use of a computer or device as it is acknowledged that this may be needed by siblings and/or parent(s) working from home. Teachers should not assume that a home has access to a printer to print anything;
- Work will be uploaded to the school website, TEAMS, timetable on the Facebook group page and emailed to parent / carers using year group emails.

- Key Stage Leaders from the Leadership Team will coordinate with other teachers to ensure consistency of approach and to try and ensure that pupils with limited access to computers/devices can still complete the work.
- Responding as appropriate to parents:
 - The home learning package that is offered at St Matthew's Bloxam invites parents to email or share on the year group personal Facebook page something that their child/ren are proud of;
 - Parents who send a pupil's work and/or photographs/videos should receive an acknowledgement and praise from a teacher or other school staff. This will not aim to replicate feedback on strengths and development in learning that parents might expect when the school is open and working normally.
 - Teachers should never use a personal device that shares their personal contact details (e.g. phone number or private email address);
 - Parents should note that the government does not expect them to perform as teachers nor expect a school's lockdown offer of remote learning activities to be 'education as normal but from home'. While it is ideal for children to remain engaged with their learning and particularly rewarding if they can share this with a parent(s)/carer(s), it is recognised that families are all coping in different ways with different challenges and there is therefore *no expectation* that work will be completed and certainly not to the standard that teachers would normally expect in class;
 - If a teacher receives an email from a parent with regards to a query or concern, then that email is sent to the SLT. Teachers may be asked to provide a response or comment on a response to a parental query after it has been discussed with a member of the SLT. On most occasions a member of the SLT will respond directly to the parent.
- Attending virtual meetings with colleagues:
- Making contact with parents or pupils (usually by email or phone) as part of the school's existing planned programme of contact:
 - Is as detailed within the school's Child Protection Policy and remains compliant with the Staff Code of Conduct.
- Teachers are not responsible for marking or providing individualised feedback to pupils on the outcome of learning activities subject to acknowledging work etc. submitted (see above).

1.2 Teaching Assistants

Teaching assistants should be available during their normal working hours on the days they are normally required in 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 may:

- Work in school for specific tasks as directed by Headteacher
/Deputy Headteacher / Class teacher,
- Undertake remote and/or online CPD training;
- Attend virtual meetings with colleagues.

1.3 Subject Leads

Alongside their teaching responsibilities, as outlined above, Subject Leads may:

- Consider whether any aspects of the subject curriculum need to change to accommodate remote learning;
- Work with teachers setting the curriculum subject to make sure work set is appropriate and consistent;
- Work with other subject leads and senior leaders to make sure work set across subjects is appropriate and consistent, and activities are being set at an appropriate distance away from each other;
- Monitor the work set by teachers in their subject – explain how they will do this, such as through regular meetings with teachers or by reviewing work set;
- Alert teachers to resources they can use to teach their subject.

1.4 SEND Coordinator (SENDCO)

The SENDCO is responsible for coordinating provision for pupils with SEND across the school as set out within the schools Special Educational Needs Policy. During a period of enforced school closure the SENDCO will continue to:

- Lead on liaison with SEND pupils at home and their families;
- Ensure completion of necessary SEND paperwork and/or applications;

1.5 Senior Leadership Team (SLT)

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the school;
- Monitoring the effectiveness of the remote learning activities for example through contact with teachers and subject leaders and reviewing the work set;
- Attending online during the delivery of live lessons;
- Identifying which families may have no access to the internet and ensuring that hard copies of learning activities planned by teachers are made available to the parent for collection or delivery;
- Oversee the ongoing wellbeing and CPD of all staff.

1.6 Designated Safeguarding Lead (DSL)

The DSL's responsibilities are identified within the school's Child Protection Policy.

1.7 Pupils and parents

Staff can expect pupils to:

- Try their best to complete at least some of the activities provided on a daily (weekday) basis;
- Do some reading (or listen to some reading) every day;
- Seek help if they need it from adult(s)
- Have fun.

Staff can expect parents to:

- Support their child(ren) as best they are able given their own home circumstances, health and work commitments etc;
- Seek help from the school if they need it;
- Be respectful when making any complaints or concerns known to staff;
- Confirm that they are happy for their child's work to be uploaded to the school website.

1.8 Governing Body

The Governing Body is responsible, including as advised by the DfE,

for:

- Supporting staff and pupil wellbeing;
- Being pragmatic about what is covered in virtual meetings by prioritising urgent, time bound decisions only;
- Keeping monitoring to a minimum by focussing on safeguarding, health and safety, headteacher and staff wellbeing and (to a lesser extent) the school's approach to providing remote learning for pupils;
- Directing any approaches by parents made to them directly or indirectly to the school via email to admin3213@we-learn.com
- Determining how to handle statutory procedures during a period of enforced closure such as grievance and disciplinary panels, exclusions, complaints and admission appeals, noting that:

Exclusions – the DfE has clarified that the statutory timeframes for considering exclusions are still in effect but that the regulations already anticipate that these timeframes cannot always be met.

Complaints - the DfE has updated their guidance for school's complaints policies to provide that new or existing complaints should not be handled whilst schools are closed. If a school is closed during the enforced closure period, the Headteacher should write a response to outline the school's position and explain that the school is unable to follow its usual complaints process until school has reopened.

2. Who to contact

If **staff** have any questions or concerns, they should contact the following individuals:

- Issues in setting work – contact the Subject Lead, Key Stage Lead, SENDCO or Headteacher
- Issues with behaviour – contact the Deputy Head or Headteacher
- Issues with IT – contact Jo Byard or Lisa Beniston
- Issues with their own workload or wellbeing – contact their phase leader, Deputy or Headteacher
- Concerns about data protection – contact the Headteacher who will liaise with the data protection officer
- Concerns about safeguarding – contact the DSL or DDSLs as set out within the school's Child Protection Policy

If **parents** have any concerns above and beyond the acknowledgement of work by the class teacher, then they should contact the school through admin3213@we-learn.com

3. Data protection

3.1 Accessing personal data

When accessing personal data, all staff members will:

- Only use their official school email account and never use personal messaging systems; Connect to the school network using only a school remote desktop connection to work with any personal data to ensure that no data actually leaves the school premises.

3.2 Sharing personal data

Staff members are unlikely to need to collect and/or share personal data.

However, if it does become necessary, staff are reminded to collect and/or share as little personal data as possible online.

3.3 Keeping devices secure (please also read appendix 1 from our Information Security Policy)

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

4. Safeguarding

The school's Child Protection Policy has been updated to reflect the current situation.

5. Monitoring arrangements

This policy will be reviewed annually by the Headteacher. At every review, it will be approved by the Governing Body.

6. Links with other policies

This policy is linked to the school's following policies:

- Behaviour Policy
- Child Protection Policy
- Data protection policy and privacy notices
- ICT and Acceptable Use Policy
- Staff Code of Conduct

This policy was created in October 2020

Reviewed January 2021

To be reviewed in October 2021

Appendix 1 (Taken from Information Security Policy)

Working Away from School

The purpose of this section is to ensure that information assets and information processing facilities, used to access personal and confidential information, are adequately protected with logical, physical and environmental controls.

This includes working away from the school, at home and use of own devices to access personal and confidential information.

Work-related information must not be kept permanently at home. Wherever staff are working on, or in possession of, work-related information they are responsible for it, e.g. in school, on the phone, at home, en route to or from school or home, at meetings, conferences, etc. If confidential information is handed out in conferences or meetings, the same person is responsible for collecting it back in at the end, or ensuring it is only in the hands of those authorised to keep it.

- Take only the confidential papers/files with you that you need and keep out of sight in a bag, do not carry around loose or in clear folder.
- Managers must ensure a log is kept of which confidential paper case files/records staff are taking from school and when they are returned.
- Store confidential paper files/records securely in an envelope or bag. Try to use electronic files on an encrypted device or access via secure connection to the network or approved storage location instead.
- Keeping information in cars: lock away paper files and equipment (laptop/notebook) in the boot, do not leave overnight. Take only the equipment/papers/files with you that you need, leave rest locked away.
- Travelling by public transport: make sure you take all information and equipment when leaving. Be aware of conversations on mobile phone about personal and confidential information.
- Use of Laptops: Only school issued devices may be used. Do not write down passwords/pin numbers. You must not use the 'remember me' option to save user and password details on your device when accessing St Matthews Bloxam C of E Primary School system. Make sure these are unticked and sign out/logout after using a system. Do not save login or passwords if asked. Remember any confidential files opened may be downloaded before closing down your device, so delete them from 'downloads'. If files are not accessed directly (e.g. Google drive format files), then all confidential files must stored and accessed locally via a St Matthews Bloxam C of E Primary School approved encrypted media.
- Working at home: Store paper and equipment securely after use, as you would your own personal valuables. Don't leave open confidential files on a table. Lock screen on laptop/tablet and close down after use. All confidential information must be safeguarded from access, no matter how unintentional, by anyone who has no need to know such as family and friends. This would be an unauthorised disclosure. Don't leave any St Matthews Bloxam C of E Primary School equipment or information in a car overnight at home, bring into the house and secure. Don't bin confidential information at home, bring back into an office for confidential waste disposal. Use strong security on a home WiFi connection.

