# Remote learning policy

# Middlefield CP School

| Approved by: Mr David Potter | Date: 6.1.21 |
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| Last reviewed on: | |
| Next review due by: | Ongoing |

# Contents

## 1. Aims

This remote learning policy for staff 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

> 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

### 2.1 Teachers in the event of a bubble closure

Teachers must be available between 8.30am and 4pm. 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 procedures between 7.30 am and 4pm on the designated absence number. If it affects the completion of any work required ensure that arrangements have been made with year group partners or SLT to ensure work is completed.

Teachers are responsible for:

> Running their on line learning through Google meet and ClassDojo- setting work for home learning when a year group bubble closes:

- o Create a timetable for the week (with year group partners) - similar to that taught in school. This must include English and Maths and subjects from across the curriculum.

The timetable must include a mixture of live and pre-recorded lessons.

- o Holding live registration / greeting sessions via Google Meet ( see times for year groups below )

- o Ensuring children have access to lessons for a minimum of three hours.

- o Ensuring children have continued interaction with the teach and other pupils

- o Liaising with year group partners to produce weekly English and Maths plans

- o Setting differentiated My Maths, Times Table Rockstars and Oxford Owl reading.

- o Uploading the Weekly timetable to ClassDojo

- o Creating online resources to support lessons throughout the week on ClassDojo. These will include pre-recorded lessons by the class/year group teacher, as well as some live lessons. Additional resources for learning have been identified for children and parents and include :

Oak academy resources, bbc.co.uk/bitesize.

- o Ensuring children know how to complete assigned work, turn it in, use templates, take photos of written work and upload
- o Marking and commenting of children's work
- o Delivering online safety lessons to children- how to interact on the live stream, cyber bullying, appropriate language, safe searching
  - - Continue the use of the 'Think you know' resources which support children's online safety at a time when they will spending much more time online.

› Providing feedback on work:

- o Pupils can send any completed work to teachers via ClassDojo and teachers will leave a comment
- o  Pupils can self-mark  during the afternoon google meet session

› Keeping in touch with pupils and parents:

- o Via the private message function on  ClassDojo
- o ClassDojos given to children for excellent work
- o Parents to be called/ messaged if pupils do not attend the daily register via Google Meet/are not engaging in the home learning
- o Year group emails/ ClassDojo messages - Emails and ClassDojo messages received from parents and pupils are to be checked between 9am and 4pm, Mon- Fri. Emails must be replied to ASAP. Only send replies between these times. Anyone can respond to year group enquiries it does not have to be the actual class teacher.
- o Any issues that are received are to be dealt with professionally by the class teacher and the Headteacher should be BCC'd in the communication. If necessary teachers to contact a member of SLT for advice (see emailing tips and strategies in the appendix)
- o Teachers are to make contact with all pupils in their class every day via Google Meet, for non-attendance, the parent will receive a call/ message.
- o A member of staff will contact parents for non-attendance using a school mobile phone. Contact details can be accessed from the office.
- o Teachers contacting parents via own mobile must with hold the number and record all contacts with parents on CPOMs and add any relevant actions. Example CPOMS comment 'Telephoned Mum offered support during home learning and I spoke with child who is getting on well. No concerns.' Alert the safeguarding team with any immediate concerns via telephone.
- o Contact should be polite and encouraging. Teachers must adhere to the email policy and not give out any personal details. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly.

› Attending virtual meetings with staff, parents and pupils:

- o Bubble isolation groups are expected to attend a number of virtual meetings daily- x2 registrations and a variety of live lessons
- o Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

### 2.1 In the event of individual pupil self-isolation

- Daily home learning to be set by class teacher via ClassDojo for all individual pupils who find themselves in isolation
- Children in isolation are tracked daily and work is allocated as soon as possible once a child has been identified as self-isolating
- daily lessons span across the curriculum, lessons are closely matched to the curriculum delivered in school.
- Work is tailored to each pupil and those with SEN have individual work provided.
- Lessons for these pupils come from class lessons, home learning packs and online resources

### 2.2 Teaching assistants

Teaching assistants must be available between 9am – 3pm, Mon to Fri. During this time, they are expected to check work emails and be available when called upon to support the children with their learning. 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.

Teaching assistants are responsible for:

> Supporting pupils with learning remotely:

  o When requested by the SENCO

> Attending virtual meetings with teachers, parents and pupils:

  o At present we have not established virtual meetings where LSAs attend

  o Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

### 2.3 Subject leads

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

> Supporting teachers with setting relevant online learning via Google Classroom

### 2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

> Co-ordinating the remote learning approach across the school – SLT

> Monitoring the effectiveness of remote learning – reviewing work set by teachers weekly, monitoring MyMaths, monitoring email correspondence / ClassDojo messages between parents and teachers

> Monitoring the security of remote learning systems, including data protection and safeguarding considerations

### 2.5 Designated safeguarding lead

The DSL is responsible for:

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

**See the COVID-19 amendments to the Child Protection Policy**

### 2.6 IT staff

IT staff are responsible for:

> Creating emails

> 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

> Assisting pupils and parents with accessing the internet or devices

## 2.7 Pupils and parents

Staff can expect pupils to:

> Be contactable during the hours of the school day 9am – 3.15pm – 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

> Staff can expect parents to:

> Seek help from the school if they need it – staff should refer parents to the COVID 19 section on our website and the Home Learning page for the Google meet information and other useful links for learning.

> 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 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 School technician who can contact support if needed

> Issues with their own workload or wellbeing – talk to their KS Leader/SLT

> Concerns about data protection – talk to the data protection officer (School Business Manager)

> Concerns about safeguarding – talk to the DSL

All staff can be contacted via the school email addresses

# 4. Data protection

## 4.1 Accessing personal data

When accessing personal data, all staff members will:

> 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 the school office. Do not share any details with third parties.

> SLT have the ability to locate personal details of families when required through securely accessing CPOMs and SIMS. 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 Sharing personal data

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.

While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

### 4.3 Keeping devices secure

These tips are based on on GDPR and remote learning. Talk to your data protection officer for more help, and your IT staff if you want to include details on how to put these measures in place.

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

## 5. Safeguarding

Please see the following for updates concerning safeguarding in relation to home learning.

**COVID-19 amendments to the Child Protection Policy this also details reference to remote learning curriculum and risks online.**

This policy is available on our website.

## 6. Monitoring arrangements

This policy will be reviewed by and approved by Mr D Potter (Headteacher) and SLT as and when updates to home learning are provided by the government.

## 7. Links with other policies

This policy is linked to our:

> Behaviour policy

> Child protection policy and coronavirus addendum to our child protection policy

> Data protection policy and privacy notices

> ICT and internet acceptable use policy

> Online safety policy

> Email Policy

# 8. Teacher guides/support resources

Websites

https://www.thenational.academy/

https://www.bbc.co.uk/bitesize

https://www.twinkl.co.uk/resources/covid19-school-closures

https://ttrockstars.com/

https://play.numbots.com/

www.topmarks.co.uk

https://2simple.com/free-access-serial-mash/

https://classroomsecrets.co.uk/free-home-learning-packs/

https://kids.classroomsecrets.co.uk/