

Remote learning policy

West Hill Primary School



Approved by:

Date:

Last reviewed on:

November 2020

Next review due by:

November 2022

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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

The following members of staff will have a role or responsibility in remote learning

- **Senior leadership team:** Supporting staff, having an oversight of the remote learning offered, supporting families remotely, supporting teachers, attending virtual meetings
- **Pastoral leads:** supporting families remotely, supporting teachers, attending virtual meetings
- **SENCOs:** providing advice to families, attending virtual meetings, supporting families, supporting teachers
- **Teachers:** providing advice to families, attending virtual meetings, liaising with parallel teachers, liaising with phase leader, providing learning for pupils off site
- **Admin team:** supporting teachers if enquiries are made, logging GDPR issues with GDPR officer, Logging an IT issues with the IT support in Wandsworth, checking info@ email address and passing on information to relevant staff

2.1 Teachers

When providing remote learning, teachers must be available between **8.30am and 4.00pm**.

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 –
 - Complete the remote working tasks see appendix 1

- Provide learning for their class
- Provide an appropriate amount of work
- Provide tasks suitable for varying needs, take due consideration for SEND pupils
- Liaise with their parallel teacher to ensure consistency
- Provide work to upload onto the school website
- Providing feedback on work
 - Provide verbal feedback if using MS Teams to deliver lessons
 - Provide written feedback via email if pupils send in work
 - Provide pupils with a completion date/time
- Keeping in touch with pupils who aren't in school and their parents –
 - Using a secure school phone or blocking your number make contact with each pupil in your class if they are at home. The expectation is 1 phone call to each child per week.
 - Check your school emails each day and respond to emails from pupils and parents
 - If a safeguarding concern arises follow the school safeguarding policy and report to the designated safeguarding leads.
 - Complaints from parents should be handed to the senior leadership team
- Attending virtual meetings or lessons with staff, parents and pupils –
 - Ensure your location is appropriate. Make sure there is nothing inappropriate in the background. Ensure no personal items are on view.
 - Ensure that background noises are kept to a minimum
 - Dress code: adopt the school dress code when attending virtual meetings or delivering virtual lessons.
 - Share expectations for behaviour at the beginning of the virtual lesson
 - Report any concerns regarding behaviour to a member of the senior leadership team
 - Ensure pupils turn off their microphones
 - Use the record facility to ensure all lessons are recorded.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be **available for their contracted hours of work**.

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 –
 - Completing the remote working tasks, see appendix 2
 - Check their emails daily
 - Contact the senior leadership team once a week
- Attending virtual meetings with teachers, parents and pupils –

- Ensure your location is appropriate. Make sure there is nothing inappropriate in the background. Ensure no personal items are on view.
- Ensure that background noises are kept to a minimum
- Dress code: adopt the school dress code when attending virtual meetings or delivering virtual lessons.

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Supporting teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- 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 – through regular feedback from teachers, subject leads, parents and pupils
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

Following the safeguarding school procedures as set out in the school safeguarding policy.

Promptly follow up safeguarding concerns.

Providing feedback to the safeguarding team.

2.6 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers
- 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

2.7 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 lead or SENCO
- › Issues with behaviour – talk to the relevant senior leader or phase leader
- › Issues with IT – talk to the school office, problems will be logged with Wandsworth IT department
- › Issues with their own workload or wellbeing – talk to their phase leader, a member of the pastoral team, a member of the senior leadership team
- › Concerns about data protection – talk to the data protection officer, Gary Hipple Wandsworth. In school concerns can be raised with Jenny Piccolo, a member of the senior leadership team or the school office.
- › Concerns about safeguarding – talk to the DSL Lisa carmen HT, Anna Healy HT, Sarah Feeney DSL, Natalie Caraccio DH/ DSL

4. Data protection

4.1 Accessing personal data

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

- › Use LGFL emails for all communications.
- › Use Freedom to Roam to access the school system
- › Use a school phone to make contact with pupils
- › If a school phone is not appropriate staff must block their number before calling a family.
- › All pupil information must be stored securely
- › Any data breaches should be reported immediately to the school office
- › Which devices they should use to access the data – if you've provided devices, such as laptops, make staff use these rather than their own personal devices

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as work email addresses 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 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

All staff are to follow the schools safeguarding policy and procedures

6. Monitoring arrangements

This policy will be reviewed every two years. At every review, it will be approved by the Curriculum committee.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection and safeguarding policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy

Appendix 1

Teachers Quarantine Checklist

During the quarantine period you are working from home. Please complete the following at home. When you return to school meet the head teacher on the day of your return.

Task	Comment	Date
Check emails each day		
Phone each child in your class twice (if when phoning you are concerned about a child report your concern to HT, DHT and Pastoral lead)		
Ensure that SEND pupils have work differentiated to meet their need		
Write provision maps/ review provision maps		
Subject leads: review your S.O.W. Can you make any improvements/ adjustments		
Subject leads: research the progression skills for your subject		
Subject leads: delve deeper into your subject and find out other examples of how schools approach the teaching of your subject		
Undertake CPD: https://www.ncetm.org.uk/ http://www.thecommunicationtrust.org.uk/ https://www.marymyatt.com/resources https://www.ted.com/talks?sort=relevance&q=education Explore Ted Talks. Oak Academy, explore and review lessons. Esp useful if you are new to a year group.		
Appraisal: reflect, review. What needs to be completed? Plan what happens next.		
Review your action plans.		
Term specific: Write your school reports, Prep for parents evening, write your plans for next term, write your plans for when quarantine is finished		
Pupil progress: Reflect what are the next steps in order to make progress in my class? How am I going to make that happen?		
Phone into school and check in with the head teachers at least once a week.		

Appendix 2

Teaching assistant Quarantine Checklist

During the quarantine period you are working from home. Please complete the following at home. When you return to school meet the head teacher on the day of your return.

Task	Comment	Date
Check emails each day		
Phone into school and check in with the head teachers at least once a week.		
<p>Undertake CPD: https://www.ncetm.org.uk/ http://www.thecommunicationtrust.org.uk/ https://www.ted.com/talks?sort=relevance&q=education Explore Ted Talks.</p> <p>BBC bitesize: go to your year group. Watch videos/ complete quizzes for areas in the curriculum you would like to improve your subject knowledge. For example: SPAG, Fractions, Decimals, etc.</p> <p>Oak Academy, explore and review lessons. Esp useful if you are new to a year group. Go to your year group. Watch lessons in areas you would like to improve your subject knowledge. https://www.thenational.academy/</p>		
If you support a SEND child. Explore/ plan for when you return. What activities/ lessons can you find to support their targets?		
If you are able make contact with your teacher via email. Are you able to have a professional conversation about the class and the progress pupils are making? What needs to be put in place when the class returns and what role can you play?		
Pupil progress: Reflect what are the next steps in order to make progress in my class? How am I going to make that happen?		
<p>https://westhill.wandsworth.sch.uk/</p> <p>Go to the school website, locate the school policies. Read through the following policies: Child protection and safeguarding Behaviour Acceptable use SEND policy Pupils with a medical condition</p>		