



School Policy Document

Title: Remote Learning Policy

Purpose: Outline the remote learning provision for children unable to attend school due to Covid-19 and expectation of staff team

Lead Role Responsibility: Deputy Head Teacher Kate Robertson

Governing Body Team or Head Teacher Responsibility: Curriculum and Standards Team

Reference and Source Documents: Reflecting requirements of the DfE, September 2020

Approved by Leadership: September 2020

Approved by Governing Body: October 19th 2020

Reviewing Cycle: Bi-annually

Next Review Due: Autumn 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

Since initial lockdown in March 2020, schools have nationally been expected to provide home learning for children who were part of the national lockdown. In October 2020, the DfE made remote learning an ongoing and statutory requirement as children will face intermittent closure or breaks in school education due to shielding, isolation or quarantine from Covid-19.

Statement on Schools' duty to provide remote education - DfE

Where an individual pupil, class, group or small number of pupils need to self-isolate or, there is a local lockdown requiring pupils to remain at home, DfE expects schools to be able to immediately offer them access to remote education. Schools should ensure remote education, where needed, is high-quality and aligns as closely as possible with in-school provision.

The Secretary of State has given a temporary continuity direction in order to require schools to provide remote education for state-funded, school-age children unable to attend school due to coronavirus (COVID-19). This will come into effect from Thursday 22 October 2020.

2. Roles and responsibilities

2.1 Teachers

When teachers are providing remote learning from home, they must be available between 8.45am and 3.30pm.

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

- Any child in their class or year group and in some cases supporting the work of other year groups
- One piece of English, maths and one or more pieces of topic/wider curriculum work each day
- Work to be set by 9.00 am each school day – this can be scheduled before hand on Seesaw
- Use of Seesaw for all pupils to communicate the work and respond to the completed work each day

- Work should follow the curriculum and expectations in school. This will include the relevant lesson and activity from White Rose Maths <https://whiterosemaths.com/homelearning/> and from Oak National Academy <https://classroom.thenational.academy/subjects-by-key-stage> . The Oak National Academy was set up in May 2020 with 10,000 lessons accessible for all year groups provided by DfE.
- Make sure pupils with limited access to devices can still complete the work – this may include using our school’s laptop loan system
- Communicate with families weekly in order to check in on wellbeing

Providing feedback on work

- Mark and respond to all completed work on Seesaw within a reasonable time frame. This may not be the same day for every child, depending on the other commitments of the individual teacher.

Keeping in touch with pupils who aren’t in school and their parents or carers

- Make regular contact, either using year group emails, phone calls or messages on Seesaw
- Teachers are not expected to answer emails outside of working hours
- Any safeguarding concerns, refer to the section below

If teachers will also be working in school, remote learning will be set across the team and co-ordinated by Deputy / Kate Robertson

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during their usual working 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 :

- Respond to completed work on Seesaw
- Communicate any issues with the team
- Support the year group team with any well-being calls to families.

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
- Working with teachers to select appropriate support for their subject area
- Monitoring the remote work set by teachers in their subject – explain how they’ll do this, such as through regular meetings with teachers or by reviewing work set

- 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 – Kate Robertson
- Monitoring the effectiveness of remote learning –through regular meetings with teachers and subject leaders, reviewing work set and reaching out for feedback from pupils and parents

2.5 Designated safeguarding lead(s)

The DSL is responsible for:

Providing ongoing support for vulnerable individuals and families, including liaising with outside agencies where needed or appropriate and communicating their needs to the wider team where relevant – Sarah Hanson/Sarah Carey

2.6 Network Manager – Martin Cockersole

The network manager is responsible for:

- Fixing issues with Seesaw
- 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 – 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 or teaching assistants
- Alert teachers if they're not able to complete work
- Staff can expect parents or carers 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 via the year group e-mail system, contact with the SENCo or Head teacher or via the school office.
- Be respectful when making any complaints or concerns known to staff

2.8 Governing body

The governing body 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 – Remote Learning Lead – Kate Robertson kgt1@st-barnabas-primary.worcs.sch.uk
- Issues with IT – Martin Cockersole
- Issues with their own workload or wellbeing – talk to their phase leader or line manager
- Concerns about data protection – talk to the data protection officer – William Ottaway
- Concerns about safeguarding – talk to the DSL Sarah Hanson/Sarah Carey/Alix Haywood

4. Data protection

4.1 Accessing personal data

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

- Use Seesaw appropriately following Acceptable Use Policy expectations
- Use school devices where available. Seesaw can also be accessed on mobile devices if necessary.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses and mobile phone numbers 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.

Staff are reminded to collect and/or share as little personal data as possible online and delete contact details and confidential information used off site or on a personal device.

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

- Please see St Barnabas Safeguarding and Child Protection Policy on our school website <https://stbarnabas-worcs.secure-dbprimary.com/worcs/primary/stbarnabas> including the Coronavirus Addendum which covers periods of school closure and absence from school due to Coronavirus.

6. Monitoring arrangements

This policy will be reviewed every two years unless requirements or systems change sooner. At every review, it will be approved by Curriculum and Standards Team.

7. Links with other policies and guidelines

This policy is linked to our:

- Safeguarding and Child protection Policy and Coronavirus Addendum to this policy. This also covers On-line Safety
- Data Protection policy and privacy notices
- Computing and Acceptable Use Policy (internet)
- Staff Code of Conduct
- Home School Agreement