Stone Church of England Combined School

Remote learning policy

This policy was adopted: Autumn 2020

The policy is to be reviewed by: Autumn 2021

Contents

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1. Aims

The school aims to encourage an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.

The school vision is:

'Love one another as I have loved you' (John 13: 34-35)

helping each other to reach for the stars.

The whole community aspire to fulfil this vision through our Christian values of community, perseverance, honesty, compassion, respect and responsibility each being a 'stepping stone' to success.

This remote learning policy for staff also 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 8:30am and 4:00pm and for staff meetings which are 3:30pm – 5pm one night per week.

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. They should call the Deputy Headteacher between 6.30am and 7am to ensure that cover can be arranged. They should inform the Deputy Head of the timings of remote teaching, any meetings or other items that need to be covered or rearranged. Teachers should phone and speak to the Headteacher by 3pm on the day they are off to confirm whether they will be in the next day.

When providing remote learning, teachers are responsible for:

> Ensuring pupils have login information and access to learning materials either remotely or in hard copy and have been taught how to use google classroom

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> Setting work for their class:

- o Following the curriculum and setting work equal in challenge to that which would be set in class
- o Following the timetable, therefore covering all subjects across the week
- o Available to children before the start of each school day on google classroom or through Parent Mail for files that cannot be saved on google classroom
- o Ensuring pupils with limited access to devices can still complete the work
- o Keeping a record of what has been taught and what should be taught next
- o Providing at least one live lesson a day
- o KS1 and KS2 daily pre-recorded videos for English/maths uploaded onto Google Classroom (Oak Academy or other)
- o KS2 & KS1 Foundation subjects and science to be delivered using BBC Daily Bitesize, Oak Academy or other as appropriate following the curriculum map. Links to be uploaded to Google Classroom
- o PE: use Amavon where possible but also encourage children to take regular physical activity to maintain fitness.
- o EYFS daily pre-recorded video of introduction for each subject uploaded on to Tapestry
- o EYFS and KS1 daily recorded phonics session to be uploaded onto Tapestry
- o EYFS daily recorded story session to be uploaded onto Tapestry/Google Classroom.

> Providing feedback on work:

- o Which is submitted through Google Classroom or emailed to the class email
- o Provide feedback through Google Classroom or emailed from the class email
- o Regularly use quizzes or test to assess core content and ask children to return them.

> Keeping in touch with pupils who aren't in school and their parents:

- o Staff to contact parents if a child is not attending live lessons, if there are behavior issues or if work is not being completed.
- o Weekly wellbeing phone calls home to parents with children who have an EHCP or have a social worker.
- o Phone call home to all parents once every 2 weeks.

> Attending virtual meetings with staff, parents and pupils:

- o All should be dressed appropriately
- o Any computers used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.
- o Language must be appropriate, including language used by any family members in the background.
- o Audio should be muted for pupils until it is their turn to speak or if other children in the household become unsettled or cause a disruption.
- o Video should be turned off when directed by the teacher.
- o All participants show respect at all times – children may be disconnected if the behaviour of anyone in the household is deemed as inappropriate. This is in order to ensure the wellbeing and safety of all in the meeting.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 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 by calling the deputy headteacher.

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

> Supporting pupils with an EHCP who aren't in school:

- o Phone call each day to by child's TA if agreed by parents
- o Check what they have found difficult and support
- o Speak to parent for update
- o TA feedback to teacher
- o Help prepare resources/differentiation for home learning
- o Keep a record of contact, actions and outcomes

➢ If in school – use school phone

➢ If at home – set own phone to private number.

➢ Call parent's phone only never child's phone

2.3 Subject leads/SENDCO

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 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 are being set an appropriate distance away from each other

> Monitoring the remote work set by teachers in their subject by checking work that is being set

> Alerting teachers to resources they can use to teach their subject remotely

The SENDCO will:

➢ Evaluate whether the needs of the pupil can be met at home if appropriate

➢ Agree with parents if they would like daily TA phone support for their child

➢ Monitor children's access to learning and the appropriateness of work being set.

➢ Liaise with parents and professional to monitor access to learning and provision

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

> The remote learning approach across the school – Head teacher

> The deputy headteacher will monitor the effectiveness of remote learning – by completing a SEF for remote learning and continually improving and evaluating it., such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents

> The computing lead and the School Business Manager will monitor the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

➢ Liaising with external agencies

➢ Making referrals

➢ Supporting and advising staff regarding concerns

➢ Ensuring safer recruitment

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 – although we are aware they may not always be in front of a device the entire time

> Complete work to the best of their ability and 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 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 lead or SENCO

> Issues with behaviour – talk to the relevant Key Stage Leader

> Issues with IT – talk to Computing Lead or Turn it On staff

> Issues with their own workload or wellbeing – talk to their line manager

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

> Concerns about safeguarding – talk to the DSL

4. Data protection

4.1 Accessing personal data

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

Explain:

> Use Google Classroom or SIMS

> Staff should use school devices when accessing data

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as 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 emailed the Child Protection policy – it is also available on the school website.

6. Monitoring arrangements

This policy will be reviewed annually.

7. Links with other policies

> Behaviour policy

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

> Data protection policy and privacy notices

> Home-school agreement

> ICT and internet acceptable use policy

> Online safety policy