



Akaal
Primary School

Remote Learning Policy



Approved by:

Safeguarding Cttee
Education, Standards
& Pupil Welfare Cttee

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Next review due by:

Both the Above, Summer Term 2021

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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 due to isolating
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection
- NOTE: this policy refers to the methods of delivering remote learning that are in use at the time of drafting the policy. The School reserves the right to add any equivalent learning platform in support of enhanced pupil and staff learning outcomes.

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 8:30am 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 for their class
- Following their normal school planning. If pupils are self-isolating, they will Zoom in to the normal class lessons. If the class bubble is self-isolating, they will Zoom in to a taught Zoom session
- Setting codes for Zoom lessons. Codes **for the whole day** should be sent out by 8:15 via MySchoolApp
- Ensuring resources are available via a suitable online platform.
- Co-ordinating with other teachers, including those teaching in school, to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work
- Ensuring that all children have exercise books and writing equipment at home
- Having their 'Remote Learning Kit' at home when teaching from home is required. This includes their laptop, iPad, feedback equipment and plain/lined/squared paper
- When the whole group is isolating, creating a YouTube video outlining expectations and explaining how to use the technology/access the resources

- Creating a YouTube video (or similar) for children to access whilst staff may have to travel home or make arrangements
- Providing feedback on work:
 - Teachers should do this via the Teams class specifically set up for each class –
Children / parents are to email work to the teacher when the task is complete. The teacher should give feedback via the same platform before the next chapter of learning starts
 - Teachers model feedback and self-assessment, and communicate expectations for remote learning.
- Keeping in touch with pupils (and their parents) who aren't in school
- Keeping a Zoom attendance record for each session
- Reporting to SLT/DSL any children who are isolating and are expected to be on Zoom, but are not present
- Replying to associated emails **after** 8:30 am or **before** 6pm
- Following normal procedure for managing complaints or safeguarding issues – safeguarding should be reported to the DSL and logged on CPOMs and parents should be told to email the Headteacher with any complaints
- Keeping a record submitted work and any assessment given
- Handling any behavioural issues, such as failing to complete work, or behaving inappropriately during the Zoom session
- Keeping up to date with the latest advice on the gov.uk remote learning page <https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19>
- Contacting families where excessive background noise and activity is making it difficult for a child to learn effectively.

➤ When attending virtual meetings all participants:

- Should be dressed appropriately – children should be in school jumper or cardigan
- Should be in a quiet location where they are able to concentrate

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8:30am 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 assisting with remote learning, teaching assistants are responsible for:

➤ Supporting pupils who aren't in school with learning remotely by:

- Identifying which children need further support and feeding this back to the teacher
- Supporting children where needed
- Zooming into sessions if the entire bubble is at home and offering support to targeted children

➤ When attending virtual meetings all participants:

- Should be dressed appropriately

- Should be in a quiet location where they are able to concentrate

2.3 Subject leads, including SENCO

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 other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent
- › Monitoring the remote work set by teachers in their subject through staff feedback and monitoring of resources *through platforms such as MySchoolApp and Teams*
- › Alerting teachers to resources they can use to teach their subject remotely
- › Ensuring that pupils who have an EHCP have appropriate risk assessments in place and that the school is providing in line with the plan, wherever possible

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- › Co-ordinating the remote learning approach across the school and ensuring that all staff know what is expected of them
- › Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations. This requirement is also to be monitored by the ICT lead, ICT support officer and compliance officer.

2.5 Designated safeguarding lead

In addition to the responsibilities laid out in the schools Safeguarding policy, the DSL is also responsible for:

- › Recognising the additional safeguarding challenges COvid-19, lockdown, self-isolation and remote learning present.
- › In this context, identify the most vulnerable children in school
- › Establish a protocol for all staff to follow when a child who should be present for remote learning is not
- › Lead appropriate action and intervention when the agreed protocol for absence during remote learning is not being adhered to
- › Update and manage access to child protection files, where necessary
- › Liaise with children's social workers where they need access to children in need and/or to carry out statutory assessments

We aim to have a trained DSL or deputy DSL on site wherever possible. If our DSL (or deputy) can't be on site, they can be contacted remotely by email or mobile telephone. The details for both DSL and Deputy DSL can be found at the end of this policy.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. This will be a very rare occurrence and the decision as to who this will be will be made as and when required.

2.6 IT staff

The IT support provider (Rocksalt Solutions) is 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

Akaal Primary School expects pupils learning remotely to:

- Attend all lessons via Zoom
- Complete work set by teachers within the time set
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work

Akaal Primary School expects parents with children learning remotely to:

- Ensure that their child is able to access Zoom and complete their work in a calm and quiet environment. Background noise, including the television and people having conversations, makes it difficult for the child to hear their teacher, and to think about and complete their learning.
- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it – staff should support parents by identifying resources that may be useful
- Be respectful when making any complaints or concerns
- Understand that children partaking in remote learning will be visible on screen in other homes
- Ensure that no images of children, who are not their own, are captured, stored, distributed or used in any way. This links to the previously distributed Privacy Notices and signed Data Consent forms.

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

2.9 Timetables and Expectations

Where an individual is not able to attend school, the expectation is for them to Zoom into the lessons taking place in school. Teachers will ensure that they are included, able to access the learning, and are offered regular feedback. Breaks will continue at 10.15 and 12.15 and a child may take a comfort break as and when required.

Bubble Isolation / Home Learning

Pupils will be expected to attend Zoom lessons at:

- 8.45
- 9.30
- 10.35
- 11.30
- 1.15
- 3.00

All sessions will last for approximately 15 minutes and thereafter, the teacher will continue to be available to offer additional support.

3. Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- › Issues with setting work – the relevant subject lead or SENCO
- › Issues with behaviour – a member of SLT
- › Issues with IT – pscattergood@rocksaltsolutions.co.uk for classroom-based issues, or ahughes@rocksaltsolutions.co.uk
- › Issues with their own workload or wellbeing – a member of SLT or the Headteacher
- › Concerns about data protection – a member of SLT or the Headteacher
- › Concerns about safeguarding – the DSL

4. Data protection

4.1 Accessing personal data

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

- › Access the data via their school email address
- › Access the data via their school laptops or iPads
- › Store any work, assessments etc on their named school drive

Personal devices will not be used at any time.

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

This policy works in partnership with the schools existing Safeguarding policy.

6. Monitoring arrangements

This policy will be reviewed:

- At the end of each term during active remote learning
- Otherwise once every 2 years.

It will be reviewed by the operational staff and presented to both the Safeguarding Committee and the Education, Standards & Pupil Welfare Committee. It will then be recommended for approval by the Headteacher and Chair of Governors

7. Links with other policies

This policy is linked to our:

- Safeguarding policy (including Child Protection)
- Behaviour policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy

We are committed to equal opportunities for all, irrespective of race, gender, sexuality, disability or religion. We will monitor the impact of this.