Grange Primary School

Remote Learning Policy

Belong   *Believe*   *Achieve*

Contents:

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
- 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

When providing remote learning, all staff must be available between 9:00am and 3:00pm.

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. This will involve messaging the DHT and Headteacher. If the absence affects the completion of any work required, ensure that arrangements have been made with year group partners or SLT to ensure work is completed.

When providing remote learning, teachers are responsible for:

- Creating a weekly timetable of work for their year group in liaison with year group partner. This must include subjects from across the curriculum.
- Delivering Live sessions and assignments on Microsoft Teams from a range of subject areas
- Year group weekly timetables to be emailed directly to Senior Leadership the Thurs/Fri before the week the work commences. SLT to proof read all and ensure consistency, they are then emailed to parents. These are then uploaded to the website.
- Working as a year group team to ensure the above work is planned and ready.
- Online line safety curriculum to be followed with resources available on our website.
- Providing feedback on work:
  - ✓ Teachers are to assess and mark work submitted by children via the Microsoft Teams and Purple Mash platforms.
  - ✓ Comments are to be made on the work completed.
  - ✓ Mathletics & Reading Eggs to give instant feedback

<u>Keeping in touch with pupils and parents:</u>
Teachers to stay in touch with pupils and parents via the following means:
- Learning Platforms:
    - Purple Mash
    - Microsoft Teams
- Social Technology:
    - Telephone
    - Zoom/ Microsoft Teams
    - Twitter (only publishing updates)

Teacher to attempt to make contact with pupils who are not accessing Microsoft Teams or using the home learning packs. Contact details can be accessed from ScholarPack, please ensure you log off and do not share information with a third party. If there is a safeguarding concern complete a form on CPOMs and add any relevant actions.

Contact should be polite and encouraging. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly. There is no expectation from school that work must be completed at this time. We believe our parents will be doing their best.

SLT to keep parents informed of any updates using 'parent mail', text messaging and a weekly bulletin. SLT to also hold Key Stage information sessions via Zoom in order to reassure parents and keep them updated with the latest developments.

Attending virtual meetings with staff, parents and pupils:
- We have staff meetings weekly for our teaching staff via Zoom/ Microsoft Teams
- Whole school assemblies via Zoom for our children.
- Information sessions for families via Zoom

2.2 Teaching Assistants
Teaching assistants must be available between 9:00am – 3pm, Monday to Friday. During this time, they are expected to check work emails, engage in the online Microsoft Teams lesson, work with pupils in Breakout rooms, take the daily register and be available when called upon to attend school. **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 must also attend whole staff meetings via Zoom when these meetings are held within the working day.

2.3 Subject leads
Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:
- Monitoring the work set by teachers in their subject area – Review work set weekly on the website
- Alerting teachers to resources they can use to teach their subject remotely
- Review your current subject in the light of home learning during lockdown/ extended periods of closure.
- Evaluate what changes will need to be made when children return to school.

2.4 Senior Leaders
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 and monitoring the engagement of pupils with their learning
- 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.

2.6. IT Staff. See the COVID-19 amendments to the Child Protection Policy
IT staff are responsible for:
- Creating Microsoft Teams accounts for staff and pupils
- Providing training for staff on how to use online platforms
- 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 learning remotely to:
- Be contactable during the hours of the school day 9am – 3pm – 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 with children learning remotely to:
- Seek help from the school if they need it – staff should refer parents to the 'Home Learning' section on our website where they can find weekly timetables and other useful links for learning.
- 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 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/SENCO/SLT
- Issues with behaviour – talk to the SLT
- Issues with IT – Please submit a ticket on the following link
  [Submit a ticket : ICT Educational Services ltd (freshdesk.com)](freshdesk.com)

- Issues with their own workload or wellbeing – talk to SLT
- Concerns about Data Protection – talk to the data protection officer (School Business Manager)
- Concerns about safeguarding – talk to the DSL (Mr Lorram Black/SLT)

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 ScholarPack using a secure password. Do not share any details with third parties and ensure that you log off from ScholarPack when not in use.
- SLT have the ability to locate personal details of families when required through securely accessing ScholarPack. 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 Processing 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
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 as and when updates to home learning are provided by the government by SLT. At every review, it will be approved by Mr Lorram Black (Interim Headteacher) and SLT.

7. Links with other policies

This policy is linked to our:
- Behaviour policy
- Safeguarding (Child protection) Policy and Covid-19 Addendum
- Data Protection Policy
- Privacy Notices
- ICT and Internet Acceptable Use Policy
- Online Safety Policy