PERRYFIELDS PRIMARY PRU

REMOTE LEARNING POLICY

Written
September 2020

Review Date	Reviewed Date	Reviewer (Who?)	Action (Ratified by Management Committee - Who?)
October 2020	29.09.2020	Education Sub Committee	Ratified by Management Committee 06.10.2020
October 2021		Education Sub Committee	
October 2022		Education Sub Committee	

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

2.1 Teachers

Teachers must be available between 8.30am and 3.30pm on the days they currently 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 procedures, ie phoning the Headteacher between 7 and 7.30 am.

Teachers are responsible for:

Setting work:

➢ Planning a fortnightly timetable of work/activities for their class or individual pupils who are not attending school because they are shielding but generally well in health and therefore able to access learning at home. This must include subjects from across the curriculum. Where possible co-ordinate with other teachers to ensure planning is consistent and sequential

➢ Pupils who themselves are self-isolating or a member of their family are self-isolating and awaiting test results should be provided with learning materials in line with the curriculum map (as above), teachers should liaise with parents/carers on the day after their first day of absence to ascertain if they are well enough to complete work at home. If the pupil is well, teachers will send work home within that week. If the pupil is unwell, work does not need to be sent home within that week but teachers must continue to email parents weekly until the pupil returns to school

➢ In the case of a bubble or whole school closure, remote learning will begin within the same week as the closure, unless this is a Friday in which case it will begin on the following Monday

➢ Emailing tasks and homework activities home once a week linked to the long term curriculum plan and Thrive activities including links to e-safety to ensure parents know how to keep their children safe online

➢ Identifying those families who do not have access to ICT/printers so that packs can be printed and delivered home

➢ Teachers should respond to any emails from parents/carers within 48 hrs

➢ Any issues that are received are to be dealt with professionally by the class teacher and the Headteacher should be BCC'd in the communication

➢ Record all contacts with parents on the given proforma and add any relevant actions. If there is a safeguarding concern alert the safeguarding team immediately

➢ There is no expectation from school that work must be completed at this time. We believe our parents will be doing their best

➢ Attending virtual meetings with staff and/or parents

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.30am and 3.30pm on the days they currently work. During this time they are expected to check work emails.

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 procedures, ie phoning the Headteacher between 7 and 7.30 am.

Under the guidance of the class teacher, teaching assistants are responsible for:

➢ Supporting pupils with learning remotely

➢ Attending virtual meetings with teachers

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 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 through regular meetings

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

2.4 Senior Leadership Team

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 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

2.5 Designated safeguarding lead

The DSL is responsible for:

Please see safeguarding policy

2.6 IT

Staff are responsible for:

➢ Reporting any issues with systems used to set and collect work

➢ Seeking help with any technical issues they're experiencing

➢ SLT will review the security of remote learning systems and flag any data protection breaches to the data protection officer

2.7 Pupils and parents

Staff can expect parents/pupils to:

➢ 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

➢ Make the school aware if their child is ill or otherwise can't complete work so alternatives can be offered

➢ Seek help from the school if they need it

➢Be respectful when making any complaints or concerns known to staff

2.8 Management Committee

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 a member of SLT:

➢ Issues in setting work

➢ Issues with behaviour

➢ Issues with IT

➢ Issues with their own workload or wellbeing

➢ Concerns about data protection

➢ Concerns about safeguarding

4. Data protection

4.1 Accessing personal data

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

> Use the list of contact details for your class provided by the school office

> Use devices provided by the school

> Record any parent contact or concerns about children, and store the records in staff share, as this is password protected. Do not allow access to the site to any third party

4.2 Processing personal data

Staff members may need to collect and/or share data such as their class email address. Do not ever use your personal email address to contact parents. If you are required to call a parent when not on the school site ensure that you block your personal telephone number.

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

The policies are available on the school website.

6. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government by. At every review, it will be approved by the Headteacher and SLT and our Management Committee.

7. Links with other policies and documents

This policy is linked to the following policies:
- Behaviour
- Safeguarding Data protection
- Home-school agreement
- Acceptable use of ICT
- E-safety and online safety
- Curriculum
- Staff Code of Conduct
- GDPR and Data protection

8. Live and video teaching

We have considered the use of live and video teaching but due to the needs of our pupils we do not feel this is appropriate. Due to the generic nature of our classes pupils in each class require a fully differentiated and personalised curriculum tailored to their individual needs and this method of delivering lessons does not meet those needs. Teachers are skilled in providing well-differentiated lessons, practical activities and learning materials for each pupil in their class which is why we have chosen to take this approach. Teachers will however, provide links to online learning materials for those pupils who it is appropriate for such as those found on the Oak academy and BBC bitesize.

Homework grids are provided for parents to use on our website, as are links to other online learning resources.

Staff have provided pupils / parents with personal Purple Mash login details and tasks linked to literacy and Numeracy: their current topic can be set, assessed, monitored and fed back on. There us also a link on the school website.