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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

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 8.30am and 4.00pm.

If they are unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure as stated in the staff handbook.

When providing remote learning, teachers are responsible for:

Teachers will:

- Teach and set work for a designated year group ensuring all works/tasks are uploaded on Teams by 4.00pm the day before the children need to access it.

- Follow usual class timetable for all subjects, making amendments as necessary for Teams.
- Planning should be uploaded on the school teacher drive by 12 noon on the previous Friday.
- Follow usual timetable of learning, including opportunities for worship. Schedule work to reflect the expectations of the working day.
- Provide either live remote lessons or recorded remote lessons, as appropriate, to introduce new learning, explain concepts and ensure pupils understand their learning tasks.
- Ensure pupils with SEND have work to match their level of need.
- Provide timely feedback to pupils on their 'handed in' work, provide additional personalised support or explanations via telephone calls or recorded video messages, as needed.
- Speak with all pupils at least weekly.
- Monitor daily engagement of pupils and contact families of those pupils not engaging to offer support.
- Log any safeguarding concerns on CPOMS and liaise with safeguarding leads.

NB: If a class teacher is ill and unable to work, another member of staff will ensure remote learning is operating as described.

- Provide feedback on work using Teams and through 'class meets' where small groups are invited for live feedback and discussion.
- Respond to parent / pupil emails or queries within 48 hours.
- Keep in touch with pupils who aren't in school and their parents:
- If a child is in isolation the class teacher will contact the pupil via telephone at least once a week to check in with them regarding their learning and well-being. They will also use Teams daily to communicate and provide feedback on work.
- Report any safeguarding concerns to the designated child protection staff.
- If a child is not completing work, teachers will make the Assistant Head and Deputy Head aware.
- Attend virtual meetings with staff, parents and pupils and will follow the dress code in the staff handbook. Any videos or class meets should be recorded or hosted in a location with minimum background noise, no personal belongings on screen and nothing inappropriate in the background.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available for their normal contracted hours.

During this time, teaching assistants are expected to check work emails and be available when called upon to attend school. If they are unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure.

Teaching assistants are responsible for:

- Supporting pupils with learning remotely.
- Reading class texts to children.
- Leading online class meets.
- Providing feedback when appropriate.
- When requested by the SENCO attending virtual meetings with teachers, parents and pupils.

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 and update action plan accordingly.
- 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 monitoring work set and handed in by pupils and looking at planning.
- 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.
- Monitoring the effectiveness of remote learning through routine monitoring including pupil and parent views.
- 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. See Safeguarding policy including child protection and COVID-19 addendum.

2.6 IT staff

School are supported by IT Assist. Staff should follow normal procedure for seeking advice and support from the IT team.

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although they may not be always 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 are 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 not complete work.
- Seek help from the school if they need it by contacting Mrs Higgins or Mrs Nealings.

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 – talk to the relevant subject lead or SENCO Mrs Higgins
- Issues with behaviour – talk to the Assistant Head Mrs Binney
- Issues with IT – Liaise with IT Assist and make sure Mrs Ambrose in the school office is aware.
- Issues with their own workload or wellbeing – talk to SLT
- Concerns about data protection – talk to the data protection officer – Mrs Ambrose - Business Manager
- Concerns about safeguarding – talk to the DSL Mrs Nealings

4. Data protection

4.1 Accessing personal data

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

- Have access to CPOMS to record any parental contact or safeguarding concerns. This is accessed with a secure password. Ensure you log out after use and do not allow access to the site by any third party.
- Only use school laptops and iPads 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 and phone numbers as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals will not need to give permission for this to happen.

Whilst 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.

5. Safeguarding

Please refer to Safeguarding Policy updated September 2020 and COVID-19 Addendum.

6. Monitoring arrangements

This policy will be reviewed annually or when updates are provided by the Government. At every review, it will be approved by the Full Governing Body.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding including child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- IT acceptable use policy
- Online safety policy