



**Hempsted C of E Primary School**

**Remote Learning Policy**

***Growing Together in God's Love***

**Last reviewed on:** October 2020

**Next review due by:** October 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
- › 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 9am and 3.15pm.

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.

If a whole bubble is self-isolating, teachers are responsible for:

- › Setting work:
  - Work will be available from the first day or day 2 of a bubble closing.
  - Pupils will be taught broadly the same curriculum as they would if they were in school, or whether there are adaptations.
  - The amount of work set should be sufficient for 3 hours of home learning per day in KS1, and 4 hours of home learning per day in KS2. All children will be asked to carry out some form of reading activity every day.
  - Teachers are expected to prepare for a 'live' contact with every pupil in the morning. This should be used to set the scene for the day's learning and provide any necessary direct teaching, instruction or explanation.
  - Teachers will provide an optional meeting in the afternoon for the pupils to join and discuss any problems with the learning.

- Work should be set using Microsoft Teams. Where this is not possible, the school website class pages should be used and parents/pupils made aware of this.
  - Teachers should report to SLT and/or Pastoral Team if there are pupils with issues regarding the use IT equipment.
- If an individual pupil or small group is self-isolating, but well, we expect them to engage with their school learning.
- Teachers should use the most appropriate means to set work – paper copies sent, email or MS Teams. This will be dependent on the type of learning and age of children. We expect that increasingly, MS Teams will be the desired option for delivery.
- Providing feedback on work:
- Pupils should use Teams to upload work for their teachers. It is acceptable for work to be photographed and emailed to teachers if necessary. Teachers can feedback using Teams and also use the daily 'live' lesson to highlight good examples of learning and/or common misconceptions. Sometimes a teacher may provide 1:1 feedback to a child.
- Keeping in touch with pupils who aren't in school and their parents:
- Teachers should email from their class@ email accounts, use Teachers2Parents Text service or call from a school phone. If they have to use a personal phone, the number must be withheld.
  - Teachers are NOT expected to communicate with parents/pupils beyond ordinary working hours. Any emails received from a parent after 4.30pm should be dealt with on the following working day.
  - Any contact with pupils/parents should be polite and encouraging. We understand that home learning is different and we know that when it causes stress for the pupil, it is unlikely to be effective.
  - 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. If necessary teachers to contact SLT for advice
- Attending virtual meetings with staff, parents and pupils:
- Virtual meetings should only be used as a last resort.
  - Teachers should ensure that they are dressed appropriately and that there is nothing confidential or that can cause offence in the background. Teachers should try to ensure that their location is quiet and not disturbed. However, we also understand that teachers may also have their own children at home and this may have an impact.
  - Teachers must NOT stream lessons to pupils self-isolating.

## **2.2 Teaching assistants**

When assisting with remote learning, teaching assistants must be available between their normal 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 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:

- If it is only individuals or small groups self-isolating, teaching assistants should copy, adapt any learning that is going on in the classroom. This can then be given to the teacher to send out later. Where possible, they may deliver work to the children ensuring that they adhere to all social distancing requirements.
- If Teaching Assistants support specific SEND pupils in their daily role, they should ensure that they make any remote learning activities as accessible as possible.

➤ Attending virtual meetings with teachers, parents and pupils:

- Teaching Assistants may be required to attend virtual review meetings. *As our proficiency with MS Teams improves, then they may have increased involvement with delivery using this platform.*

## **2.3 Subject leads**

Alongside their teaching responsibilities, subject leads are responsible for:

- Sharing examples of their own, or other peoples' good practice for delivery in their subject.
- Be alert to innovative ideas and resources available on the market, or on professional networks and share these appropriately.
- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning

## **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 such as 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:

- Assisting teachers in maintaining contact with vulnerable families.

- Responding to any concerns raised as a result of Remote Learning.

## **2.6 IT staff**

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff 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

## **2.7 Pupils and parents**

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although they should not always be 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're not able to complete work
- Ensure that they don't put anything online that they wouldn't say or write in school.

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.
- Alert the teacher if they discover something online that they believe shouldn't be there. For example, they discover they can record an online session.
- Monitor their children's activity online to ensure that they are acting safely and respectfully. This is a great time to show children the benefits and dangers of the virtual world. For some great advice and resources on safety, visit the school website.
- Be respectful to staff.

## **2.8 Governing board**

The governing board is aware of:

- 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 Pastoral lead or SLT
- › Issues with IT – talk to IT staff
- › Issues with their own workload or wellbeing – talk to their line manager
- › Concerns about data protection – talk to the data protection officer
- › 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 use school provided devices.

### **4.2 Processing personal data**

Staff members may need to collect and/or share personal data such as parental email addresses and telephone numbers 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)
- › 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**

Staff should always refer to the school's Child Protection Policy and Online Safety Policy which are available on the school website. The Covid-19 Annexe to this policy is in the Staff Meeting section of Teams.

## **6. Monitoring arrangements**

This policy will be annually by the Senior Leadership Team or when further guidance/developments are announced by the DfE. At every review, it will be approved by Full Governing Body.

## **7. Links with other policies**

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus annexe to our child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy



**Oak Academy** will be used to provide children with teaching videos, content and that runs alongside their year group skills and access work relating to this on the same website. This may prove to be a highly useful resource especially when individuals or small groups are self-isolating.

	<p><b>White Rose</b> may be used by teachers to provide children will quality online maths teaching via videos and corresponding activities to consolidate and extend learning as well as focusing on the children's reasoning skills.</p>
	<p><b>TT Rockstars</b> is a well-loved platform and will be used to support the children's mental arithmetic in regards to multiplication.</p>
	<p><b>Microsoft Teams</b> will be used to support the children's progress by offering whole class and group sessions for children to further support their learning. It gives children the opportunity to communicate with their teacher through live videos. All children will have their own login and this will give them access to the whole MS Office suite free of charge. There is a multitude of APPS that will further enhance our teaching through Teams.</p>
	<p><b>Online Bitesize Daily Lessons</b> in Maths, English and other core subjects cover every year group. The lessons include videos, educational games, articles and practice tests.</p>
	<p><b>Espresso</b> is another fantastic platform for teachers and pupils that contains resources for the whole curriculum. There's also lots on here that are seasonal and/or tied into current events.</p> <p><a href="http://www.discoveryeducation.co.uk">www.discoveryeducation.co.uk</a>  Username: student14016  Password: Pupil2</p>
	<p><b>Letters and Sound</b> 12 weeks of Phonics lessons based on the Letters and Sounds programme. Parents/pupils can access this at <a href="https://www.youtube.com/channel/UCP_FbjYUP_UtldV2K_niWw/featured">https://www.youtube.com/channel/UCP_FbjYUP_UtldV2K_niWw/featured</a> or by searching 'dfe phonics'</p>
	<p><b>Bug Club</b> is a whole-school reading programme that brilliantly combines an online reading world with fantastic print books, and assessment tools.</p>
	<p><b>Hempsted CE Primary</b> school website has dedicated class pages for every class across the school. Remote learning may be posted for any children or bubbles isolating who have trouble accessing MS Teams. Teachers, pupils and parents will find very useful links for Online Safety here.</p>

**Blended Learning Resources for Teachers, Pupils and Parents**