Peel Hall Primary School
Remote Learning Policy
Working together for success

Approved by: Governors (Curriculum Sub Committee)
Date: 18th November 2020
Last reviewed in: October 2020
Next review due by: January 2021

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.

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. Teachers must call SLT to let them know by 7:30am that day if they are unable to work.

When providing remote learning, teachers are responsible for:

- Setting work:
    - Set work for their own class, or another teacher's class when covering if the teacher is sick, usually of the same year group or one above/below;
    - When setting work for a small number isolating, set work that can be completed at home that matches the school curriculum via Class Dojo;
    - At least 1 piece of English, 1 piece of Maths and 1 foundation subject per day;
    - The work should be set by 4pm the day before, ready for the next day of learning;
    - Work should be uploaded on to Class Dojo – work set on other platforms such as Purple Mash, should have a reminder about this work

on Class Dojo – Microsoft Teams will also be used to set work as well as complete virtual teaching using video conferencing. Teachers can also choose to set work from Oak National Academy to match the school curriculum where possible;

o Teachers in the same year groups must co-ordinate with the other teachers, including those teaching in school, to ensure consistency across the year and to make sure pupils with limited access to devices can still complete the work.

- Providing feedback on work:

  o Teachers will access completed work on the child's portfolio on Class Dojo, the child's folder on Purple Mash or via Microsoft Teams;

  o Feedback should be given on each piece that has been completed, either via their Portfolio, Purple Mash or verbally via Microsoft Teams;

  o Feedback should be provided ready for the following day.

- Keeping in touch with pupils who aren't in school and their parents:

  o Microsoft Teams and Class Dojo will be used to connect daily with children/parents;

  o Teachers are only expected to answer messages (emails/Class Dojo messages) during school hours (8am until 4pm) Monday to Friday;

  o If any complaints or concerns are shared by parents and pupils, please record on CPOMs, aim to deal with and resolve the complaint, referring to SLT if the issue cannot be resolved. For any safeguarding concerns, refer to the 'Safeguarding' section, a DSL must be alerted;

  o If children fail to complete work, contact parents to discuss the importance of children accessing online learning and if there are any issues discuss ways around it.

- Attending virtual meetings with staff, parents and pupils:

  o Teachers to ensure that they are fully dressed, and wearing school appropriate clothing;

  o When holding the meeting avoid areas with background noise, with a neutral wall behind you and nothing inappropriate in the background.

2.2 Subject leads and SENCO

Alongside their teaching responsibilities, subject leads and the SENCO 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 with teachers or by reviewing work set;

- Alerting teachers to resources they can use to teach their subject remotely.

2.3 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – This will be led by Mr. A. Smith;

- Monitoring the effectiveness of remote learning –through regular meetings with teachers and subject leaders, reviewing work set and reaching out for feedback from pupils and parents;

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

2.4 Designated Safeguarding Lead

The DSL is responsible for:

- Following up online safeguarding concerns or disclosures made to class teachers when reported to them;

- Making regular contact with our more vulnerable families during the time they are working remotely at home.

2.5 IT staff

IT staff are responsible for:
- Fixing issues with systems used to set and collect work;

- Helping staff and parents with any technical issues they are experiencing, where possible;

- 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.

2.6 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable with the class teacher during the school day – although consider they may not always be in front of a device the entire time and those with no devices may need a phone call/Class Dojo message;

- Complete work to the deadline set by teachers;

- Seek help if they need it from teachers;

- Alert teachers if they're 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't complete work;

- Seek help from the school if they need it;

- Be respectful when making any complaints or concerns known to staff.

So that safeguarding measures are met when attending virtual meetings with teachers and other pupils:

- Parents and pupils to ensure that they are fully dressed, and wearing appropriate clothing;

- When holding the meeting avoid areas with background noise, nothing inappropriate in the background etc. – if using Teams, turn on the background blur function if you do not have a clear back ground available;

- Children must not be in their bedrooms, but in a room where parents can supervise;

- Furthermore, sharing a recording or photo of your teacher without their permission could infringe their **right to privacy** (the same for any members of the audience who can be identified).

2.7 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

- Issues with behaviour – talk to the SLT

- Issues with IT – talk to Miss E Sultan and Mr C Crossan (MGL)

- Issues with their own workload or wellbeing – talk to their Key Stage Lead

- Concerns about data protection – talk to the SLT and Data Protection Officer

- Concerns about safeguarding – talk to the DSLs (Mrs S O'Connor, Mr A Smith or Miss J Brownlee)

4. Data protection

4.1 Accessing personal data

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

- Share information via the school online system Office 365, via email;

- To access the data only use provided devices, such as laptops, and staff use these rather than their own personal devices.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as school 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

Where staff are interacting with children online, they will continue to follow our existing Staff Code of Conduct and E-Safety/ Acceptable Use (AU) policies, copies of which can be found on the school website.

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following procedures as outlined in the school safeguarding policy.

We will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too.

6. Monitoring arrangements

This policy will be reviewed annually by Mr A Smith - Deputy Head. At every review, it will be approved by the Governors Curriculum Sub Committee.

7. Links with other policies

This policy is linked to our:
- Behaviour Policy and COVID-19 Addendum

- Child Protection and Safeguarding Policy

- GDPR Policy and privacy notices

- Home-School Agreement

- E-Safety/Acceptable Use Policy

- SEND Policy

- Anti-Bullying Policy

- Equal Opportunities Policy