

Northway Community Primary School



Remote learning policy

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1. Aims

This remote learning policy for staff aims to:

- ensure pupils receive continuity in their education and continue to make progress in the event of a full or partial closure.
- Set out clear expectations for the provision remote education during a full or partial closure
- Provide appropriate support to ensure staff meet data protection and GDPR regulations.

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 8:45am and 3:30pm on weekdays.

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.

In the event of a closure, SLT will re-open the year group emails to allow parents/pupils increased direct contact with class teachers.

When providing remote learning, teachers are responsible for:

- Setting work for their class at an appropriate level.
 - Work will be set weekly and uploaded onto the class pages on the website by 12pm on a Sunday. If a partial closure takes place, work will need to be uploaded by 9am on the first working day of the partial closure.
 - Staff are expected to provide 5 maths and 5 English lessons per week with direct teaching videos attached to support these. These videos may be provided by specialist websites e.g. White Rose Maths or recorded by teachers themselves. These teaching videos may cover more than one lesson and may act as a stimulus for the week. Additionally, teachers need to provide learning for science and the other foundation subjects. There will be one lesson of each foundation subject each week. The work set must be equitable across the parallel classes.
 - Nursery provision will be led by teacher made videos with learning stimulus included.
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- Staff will provide tailored, personalised learning for pupils on the SEND register. This personalised learning will be emailed out to parents via the SENCo using the senco@northwayprimary.co.uk email address.
- Staff must be able to prepare work for their year group team classes and prep team colleagues class pages if required.
- Staff will prepare paper copies of worksheets and supporting documents for families who request this due to limited devices.
- Staff will liaise with their team via Microsoft TEAMS app or using their school email addresses. This liaison will be regular throughout the working week to ensure consistency across classes.

➤ Providing feedback on work - cover details like:

- Each week, staff will set feedback tasks which will be returned to the class teacher via the year group email addresses. Staff will mark this piece and return it, via email, for the parent to share with the child.
- The return dates for this work will be clearly displayed. In the event that a child does not submit their home feedback task, teachers will contact the parent via class email/phone to offer support.
- Teachers will schedule feedback emails to be sent out as a class set within the working day. This means that all children in the class will receive their feedback at the same time.

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

- In the event of a full or partial closure class teachers will be expected to regularly contact their class for a welfare check. This will be done via phone/class emails. If using the class emails to make contact with multiple parents, it is vital that staff blind carbon copy (BCC) the email addresses of parents to protect their privacy.
- In the event of a longer term closure, teachers and support staff will hold twice weekly Zoom sessions with their class to allow welfare checks and learning support to be given.
- Vulnerable pupils will be invited into school, where possible. Where this is not possible, class teachers, members of SLT will carry out more regular check ins and home visits to ensure pupils are well.
- Teachers will refer on any welfare concerns to their team leader and DSL using CPOMS safeguarding tracking system.
- Teachers will be provided with a list of email addresses for parents of their class. This will be stored securely on Microsoft TEAMS and staff must ensure this information remains secure and is only used for professional purposes.
- Teachers must be prepared to make welfare checks of children not just within the class but also their team in the event that a colleague is unable to carry this out.
- Welfare calls or emails will only be made/sent within the working day (between 8:30am - 6pm)
- Parents will be asked to contact class teachers via the class emails. Staff should only respond to these during working hours (between 8:30am - 6pm).
- Staff should refer any parental concerns/issues/complaints to a member of the SLT who will advise on how to move forward or take on the issue themselves.

➤ Attending virtual meetings with staff, parents and pupils:

- Staff will use Microsoft TEAMS to attend virtual staff meetings. Dress code for this is casual. Staff are asked to ensure they are in a quiet location with an appropriate background. Headphones with a microphone are recommended for clarity.
- Staff may be asked to take part in virtual parent/pupil meetings. Dress code for these meetings are professional as if meeting in person. Staff should ensure that the room they choose is quiet and there is nothing inappropriate in the background. Headphones with a microphone are recommended for clarity.

› In the event of individual isolation:

- The office staff will email teachers and inform them of an isolation period. This will state a return date for the pupil, thus indicating the amount of remote learning required.
- Staff will prepare a pack of work containing sufficient English and Maths sheets for the period of isolation, linked to current lessons where possible/appropriate. They will provide 2/3 other curriculum lessons for pupils to complete, appropriate to their age, and ensure the pupil has access to the online learning platforms e.g. Times Tables Rockstars. This will be available for collection/postage within one working day of the isolation confirmation.
- Staff will make one welfare check-in phone call to the child during the isolation period.

2.2 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.
- › Liaise with teachers from teams across the school, either via email or virtually through Microsoft TEAMS, to monitor the provision of their subject.
- › Alerting teachers to resources they can use to teach their subject remotely

2.3 SENCo

Alongside their teaching responsibilities, subject leads are responsible for:

- › Supporting teachers in delivering appropriate, personalised learning for all pupils on the SEND register.
- › Checking in with EHCP parents and children on a weekly basis
- › Liaising with class teachers as to the engagement of SEND pupils in feedback tasks.
- › Monitor provision for SEND pupils
- › Alert teachers to resources they can use to support individual SEN pupils remotely
- › Liaise with other agencies to provide support for SEND pupils, as required.

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 by regular monitoring of provision on the school website. Also, holding as through regular meetings with teachers and subject leaders, reviewing work set.

- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- › Carrying out regular welfare checks of pupils giving cause for concern or those not engaging with remote learning.
- › Provide support with devices for pupils who may require this and ensure appropriate safety factors have been actioned.

2.5 Designated safeguarding lead

The DSL is responsible for maintaining the core safeguarding principles by:

- › Reporting concerns
- › Working with other agencies to safeguard children
- › Monitoring attendance
- › Act on any concerns raised about the safety of a child or behaviour of a staff member, supply teacher or volunteer.
- › Ensuring contact plans are in place for pupils taking part in remote education
- › Ensure staff are alert to the signs of abuse
- › Ensure staff and pupils are safe online and if interacting with each other do so in professional manner in line with the school acceptable user policies.
- › Support the mental wellbeing of staff and pupils
- › Ensure robust recruitment procedures of recruitment are maintained during a period of closure
- › Ensure staff safeguarding training is maintained throughout a period of closure

2.6 Network Manager/Benchmark

IT staff are responsible for:

- › Fixing issues with systems used to set and collect work in a timely manner
- › Helping staff and parents 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
- › 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 school day
- › Complete feedback tasks 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. During a partial closure this should be done via the school office or admin email account (admin@northwayprimary.co.uk) or via the year group email addresses. In the event of a full closure, the helpduringclosure@northwayprimary.co.uk email address will become operational and managed by the head teacher and deputy head teacher.
- Be respectful when making any concerns known to staff

2.8 Governing board

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 the following individuals:

- Issues in setting work - talk to the relevant subject lead or SENCO
- Issues with behaviour - talk to the relevant team leader
- Issues with IT - email luke@benchmarknorth.co.uk
- Issues with their own workload or wellbeing - talk to their team leader or head teacher
- Concerns about data protection - talk to the team leader and network manager
- 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 cloud based storage devices (Microsoft TEAMS and One Drive) to store and access personal data.
- Where possible, staff should use school provided devices to access personal data during remote learning provision. If personal devices have to be used, staff must ensure all of their cloud based storage is logged out before the device is used by someone not working at Northway.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as [parental email addresses or phone 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)

- Ensuring any 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
- Using cloud based, password-protected storage
- 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 Child Protection and Safeguarding policy has been reviewed and an appendum with for Coronavirus has been specifically produced. (October 2020) This is available via the school website.

6. Monitoring arrangements

This policy will be reviewed annually or following any closure over a month by the deputy head teacher. At every review, it will be approved by [Teaching & Learning Committee of the Governing Body].

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection & Safeguarding policy (including Appendum for Coronavirus October 2020)
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- eSafety policy