

# Shipbourne Primary School

## Remote Learning Policy



**Approved by:**

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**Next review due by:** 15.12.20 (or as and when Government guidance permits)

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### 1. Aims

In line with government guidance, pupils, staff and families should self-isolate if they display any of the following symptoms:

- o A continuous, dry cough
- o A high temperature above 37.8°C
- o A loss of, or change to, their sense of smell or taste
- o Have had access to a test and this has returned a positive result for Covid-19

This remote learning policy for staff aims to:

- o Set out expectations for staff members that have to self-isolate but are otherwise, well
- o Ensure consistency in the approach to remote learning for pupils who are not in school.
- o Ensure consistency in the approach to remote learning in case of a local lockdown or isolation of a whole bubble
- o Set out expectations for all members of the school community with regards to remote learning.
- o Provide appropriate guidelines for data protection.

### **2. Roles and responsibilities**

#### **2.1 Teachers**

When providing remote learning, teachers are responsible for facilitating high quality remote learning by ensuring the following:

#### Setting work for pupils who are self-isolating whilst the class bubble remains open

- o Daily timetables will be provided once a week for parents to follow, in line with a 'typical' school day.
- o Maths and English will be planned weekly consisting of daily activities. This will include a planning overview and appropriate resources. This may include booklets, video clips or any supporting resources, which will be made available on the shared Teams portal or via email. If applicable, work may be planned in line with Oak National Academy, BBC Bitesize or White Rose. These resources include teaching clips to further support parents and children.
- o Daily reading, times table practice and spelling/phonics will be set.
- o PE and/or daily exercise will be featured every day.
- o Children will have exposure to other curriculum areas, linked to learning in class that week. Planning and supporting resources will be uploaded to the shared Teams portal.

- All work for the remaining week will be uploaded to the Teams portal by the morning after a child begins self-isolation and by 5pm on a Friday thereafter.
- Those with limited access to devices should contact the school for support. Work packs, including planning and resources, will be provided.
- Teaching staff will contact any self-isolating pupils on a daily basis (after the teaching day) via Teams, email or phone call to ensure that support is available and regular feedback provided.

#### Providing feedback on work for pupils who are self-isolating whilst the class bubble remains open:

Learning examples should be emailed to teachers or uploaded to Teams at least twice a week. Teachers will respond within 24 hours of the work being received during working hours only. Any parents that haven't emailed work for feedback will be reminded via email and a follow up phone call if necessary.

#### Keeping in touch with pupils who are self-isolating whilst the class bubble remains open:

- Teachers will call the family twice weekly, as well as providing feedback to any work sent via email or uploaded to Teams.
- If children/ parents are not engaging with work and emailing/uploading this regularly, phone calls will be made more regularly.
- All emails will be sent through the office account and parents will be given no access to Teacher's personal accounts.
- Complaints or concerns shared by parents and pupils should be referred to the Head of School.
- Concerns about pupils' lack of engagement or safeguarding should be shared with the Head of School.

#### Setting work when a whole class bubble is isolating, or the school is closed

When providing remote learning, Teachers must be available on the days they work in school. If they are 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, as specified in the staff handbook.

- Daily timetables will be provided once a week for parents to follow, in line with a 'typical' school day
- Maths and English will be planned weekly consisting of daily activities. This will include a planning overview and appropriate resources. This may include booklets, video clips or any supporting resources, which will be made available on the shared Teams portal or via email. Work will be planned in line with Oak National Academy, BBC Bitesize or White Rose. These resources include teaching clips to further support parents and children.
- Children will have the opportunity to join a live Teams lesson for 45 minutes (minimum) a day. This will be at the same time every day and will focus on the core subjects: Reading, Writing, Maths, GPS. Teachers must log on 15 minutes before to ensure all children can access the lesson ready to begin.
- Other face to face learning may take place via pre-recorded videos or live lessons where appropriate eg. Weekly Science, History or Geography.
- Daily reading, times table practice and spelling/ phonics will be set.
- PE and/or daily exercise will be featured every day.
- Children will have exposure to all other curriculum areas through project work or directed activities during the week. This can be chosen from a bank of activities which link to in school curriculum coverage and will be uploaded at least every four weeks.
- Children should be given the opportunity to collaborate with class partners, facilitated by parents, in at least one subject area.
- Parents who wish to lead group sessions eg. story time should make contact with the Head of School who will facilitate this.
- All work for the remaining week will be uploaded to the Teams portal by the morning after a class bubble or the school is closed and by 5pm on a Friday thereafter.
- Those with limited access to devices should contact the school for support. Work packs, including planning and resources, will be provided.

### Providing feedback on work when a whole class bubble is isolating, or the school is closed

Learning examples should be emailed to teachers or uploaded to Teams daily. Teachers will respond within 24 hours of the work being received during working hours only. Any parents who haven't emailed work for feedback will be reminded via email and a follow up phone call if necessary.

### Keeping in touch with pupils when a whole class bubble is isolating, or the school is closed

- 45 minute (minimum) daily lessons will be held for all pupils.
- Teachers will respond to all emails or uploaded work within 24 hours and within working hours.
- If children/parents are not engaging with work and emailing/uploading this regularly, phone calls will be made weekly.
- All emails will be sent through the class email account and parents will be given no access to Teacher's personal accounts.
- Complaints or concerns shared by parents and pupils should be referred to the Head of School.
- A contact tracker will be kept by class teachers and shared with the Head of School every Friday. The Head of School will phone any families who have made no contact over an extended period of time or where safeguarding concerns exist.

### Attending virtual meetings with staff, parents and pupils

- Dress code – smart dress for virtual meetings with parents/children; casual for staff meetings.
- Staff meetings must be attended with a sense of privacy from other household members.
- Live lessons should have Teaching Assistant present to ensure Teachers are safeguarded.
- Live lessons must take place with neutral backgrounds.

## **2.2 Teaching assistants**

When assisting with remote learning, Teaching Assistants must be available on the days they work in school. 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, as outlined in the staff handbook.

Teaching assistants are responsible for:

- Adapting and preparing resources for children who are self-isolating.
- Attending live lessons.
- Preparing art lessons and resources when a bubble is isolating or the school is closed.
- Preparing outdoor learning opportunities when a bubble is isolating or the school is closed

### Attending virtual meetings with teachers, parents and pupils:

- Dress code – smart dress for virtual meetings with parents/children; casual for staff meetings.
- Staff meetings must be attended with a sense of privacy from other household members.
- Supporting the Class Teacher with the delivery of the daily live lesson.
- Live lessons must take place with neutral backgrounds.

## **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.
- Monitoring the remote work set by teachers in their subject by reviewing work set.
- 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:

- Overseeing the planning and resourcing on the school Teams portal.
- Regular checks of class email accounts or Teams portal to ensure that timely feedback is given.
- Monitoring the effectiveness of remote learning - through regular meetings with teachers, reviewing work set or evaluating feedback from pupils and parents.
- Monitoring the security of remote learning systems, including AUP and user agreements, data protection and safeguarding considerations.
- Delivering weekly assemblies.

## **2.5 Designated safeguarding lead**

The school has appointed the Head of School (Terri Daters)) as the Designated Safeguarding Lead (DSL). Additionally, the school has appointed Deputy DSLs (Mrs Alison Holmes and Mrs Gillian Watts) who will have delegated responsibilities and act in the DSLs absence.

The DSL has overall responsibility for the day to day oversight of safeguarding and child protection systems in school. Whilst the activities of the DSL may be delegated to the deputies, the ultimate lead responsibility for safeguarding and child protection remains with the DSL and this responsibility will not be delegated.

See Shipbourne Primary School Safeguarding Policy Addendum in response to Covid 19.

## **2.6 IT**

The Head of School is responsible for helping staff and parents with login issues and any technical issues they are experiencing. Support will be accessed from EIS or SNS if required.

## **2.7 Pupils and parents**

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although consider they may 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, by emailing teachers on the office or class email account or by using the Teams chat facility
- Alert teachers if they're not able to complete work for any reason.
- Behave in line with the school rules and policies whilst attending live lessons.

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.
- Remind and support their child with positive behaviours during live lessons.
- Email examples of learning to the teaching team by the deadlines set.
- Be respectful when making any complaints or concerns known to staff.

## **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:

- Admin issues with SharePoint- Terri Daters
- Admin issues with email system- Cherry Headon
- Other ICT related issues- Terri Daters
- Issues with their own workload or wellbeing – Alison Holmes
- Concerns about data protection – Terri Daters / Cherry Headon
- Concerns about safeguarding – Terri Daters/Alison Holmes/Gillian Watts
- Issues with behaviour – Terri Daters
- Issues with engagement- Terri Daters

### **4. Data protection**

#### **4.1 Accessing personal data**

When accessing personal data for remote learning purposes, all staff members will use encrypted memory sticks or the dedicated Teams portal/KLZ sharepoint. Personal devices may be used but these should be password protected.

#### **4.2 Processing personal data**

Staff members may need to collect and/or share personal data such as such as 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)
- 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**

See Covid 19 addendum and Safeguarding policy.

### **6. Monitoring arrangements**

This policy will be reviewed annually by the Head of School or as and when Government advice is reissued. It will be approved initially by the FGB and then any edits by the Chair of Governors.

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

This policy is linked to our:

- Positive Relationships policy
- Safeguarding policy
- Covid 19 Safeguarding addendum
- GDPR policy and privacy notices
- Parent Partnership

- AUP policy