

# Remote learning policy



**Approved by:**

Mr S Brown and Miss  
J Pattison

**Date:** January 2021

**Last reviewed on:**

January 2021

**Next review due by:**

March 2021

## **Introduction**

During this period, staff at Hadrian Primary School will continue to provide education and support to your children using remote learning if they are self-isolating or in the event of a school lockdown or bubble closure. All learning will be conducted using Google Classroom. This will allow staff to keep in daily contact in a professional and confidential manner with their class. Teachers will be able to schedule learning in a manner that does not overwhelm our children. Teaching and learning can be tailored, changed and updated as time progresses, allowing the replication of classroom activity to the best of our ability. In all communications we will prioritise the wellbeing of our children.

## **Flexibility of learning**

We realise that the circumstances that cause our school, or bubbles, to close will affect families in a number of ways. In our planning and expectations, we are aware of the need of flexibility from all sides:-

- Parents may be trying to work from home, so access to technology as a family may be limited
- Parents may have had two or more children trying to access technology and need to prioritise the needs of young people studying towards GCSE/A Level accreditation
- Teachers may be trying to manage their home situation and the learning of their own children
- Systems may not always function as they should
- Parents may not have enough devices to access online learning at all times

An understanding of, and willingness to adapt to these difficulties on all sides is essential for success.

## **Contents**

1. Aims .....	4
2. Roles and responsibilities .....	4
3. Who to contact .....	7
4. Data protection .....	7
5. Safeguarding .....	8
6. Monitoring arrangements .....	8
7. Links with other policies.....	8

---

## 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

Teachers must be available between 9am and 3pm. 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 procedures between 9am and 3pm. If it affects the completion of any work required ensure that arrangements have been made with year group partners or SLT to ensure work is completed.

When providing remote learning, teachers are responsible for:

- Setting work – cover details like:
  - Creating a weekly timetable of work for their year group in liaison with year group partners. This must include subjects from across the curriculum. Additional PowerPoints and worksheets will not be used
  - Set MyMaths and Reading Plus as well as Sumdog, Oxford Reading Buddies (ensure all children have access to logins)
  - Teachers will be expected to set one English and one maths lesson each day as well as one foundation subject lesson
  - Work must be set and ready by 5pm the night before. Ideally, teachers could set a whole week in advance
  - Work will be set using Google Classroom – instructions will be given to staff and parents to explain how to do this and how to access the work – video tutorials will also be available
  - Children with limited access will have the opportunity to collect a home pack from their class teacher. This will include two weeks' worth of work. Staff will also assess if a child can benefit from DfE loaned laptops. The intention is to have each child accessing work from Google Classroom.
- Providing feedback on work – cover details like:
  - Pupils can upload their work via Google Classroom
  - Pupils can take screen shots/photographs and upload to Google Classroom
  - Teachers can give feedback over Google Classroom as well as email, if required
  - Teachers can use mote for voice feedback as well as Kami
  - Teachers should respond to any emails from parents or pupils within 48 hours

- Teachers are only expected to give feedback between the hours of 9am and 3pm, Mon - Fri

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

- If a pupil is not in school, due to self-isolation, school closure or sickness, then they should check in with their class teacher daily – this should be via Google Classroom or email
- Emails received in the year group email from parents and pupils are to be checked between 9am and 3pm, Mon- Fri. Emails must be replied to within 48hrs. Only send replies between these times. Anyone can respond to year group enquiries it does not have to be the actual class teacher.
- 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 the year group SPOC or member of SLT for advice
- Teachers are to attempt to make contact with all pupils in their class every week via Google Meet/ email or telephone call when in school or from a withheld number if working from home. Contact details can be accessed from Integris, please ensure you log off and do not share information with a third party. Record all contacts with parents on CPOMS and add any relevant actions. Example CPOMS comment 'Telephoned Mum offered support during home learning and I spoke with child who is getting on well. No concerns.' Alert A McStea or S Brown with each contact made and if there is a safeguarding concern alert the safeguarding team.
- Contact via telephone call should only be made where necessary and if the child is not engaging via Google Meet
- Contact should be polite and encouraging. Teachers must adhere to the email policy and not give out any personal details. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly
- We believe our parents will be doing their best, but we do expect children to complete work to the best of their ability and have some contact with school, especially in the event of a school closure
- Any children who are not responding to work or have disengaged please seek advice from SMT and follow the protocol of emails, phone call and CPOMS

➤ Attending virtual meetings with staff, parents and pupils –:

- Dress code – please ensure that all staff are appropriately dressed and conduct themselves in a professional manner
- Pupils should also ensure that they are appropriately dressed for Google Meet
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)
- If any child is being disruptive then they should be told to leave the chat and they will be removed if the behaviour continues
- Teachers should try and virtually meet with their class every day to check on their well being in the event of school closure
- Children must sign an AUP before joining live lessons or meetings (if this is not signed then the child will be removed from meetings)
- Parents must sign an AUP before joining live lessons or meetings, and before allowing their child to attend (if this is not signed then the child will be removed from meetings)

- Lessons may also be recorded to help those parents/children who cannot attend lessons at the live time
- Recorded lessons may also be uploaded to Google Classroom. Children will only have access to those lessons if they have signed an AUP
- Children and parents cannot record or screenshot any live or recorded session for the purposes of safeguarding

## 2.2 Teaching assistants

Teaching assistants must be available between 9am – 3pm, Mon to Fri. During this time they are expected to check work emails and be available when called upon to attend 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. Teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely –
  - When requested by the SENCO
  - When they would usually support with that class
- Attending virtual meetings with teachers, parents and pupils –
  - If requested by the class teacher
  - Dress code
  - Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

## 2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

Insert details, such as:

- Monitoring the work set by teachers in their subject – Ensure staff are aware of what needs teaching and be there for support if needed
- 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
- 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:

Insert details, such as:

- Co-ordinating the remote learning approach across the school – SLT
- Monitoring the effectiveness of remote learning –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
- › Training staff to use remote learning efficiently

## **2.5 Designated safeguarding lead**

The DSL is responsible for:

See Child Protection Policy Coronavirus Addendum

## **2.6 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'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
- › Assisting teachers with any technical issues

## **2.7 Pupils and parents**

Staff can expect pupils learning remotely to:

- › Be contactable during the school day between 9am and 3pm– although consider they may not always be in front of a device the entire time
- › Complete work to the deadline set by teachers (the children have two days to complete work. If work is set on a Monday then they have until Wednesday to complete it)
- › Seek help if they need it, from teachers or teaching assistants
- › Alert teachers if they're not able to complete work
- › Alert teachers if they are struggling to access work online

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 – parents can contact teachers through the school email address or the Hadrian Facebook Page
- › Be respectful when making any complaints or 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/ SENCO/ SLT
- Issues with behaviour – talk to SENCO or SLT
- Issues with IT – talk to J Pattison
- Issues with their own workload or wellbeing – talk to their line manager or SLT
- Concerns about data protection – talk to the data protection officer (L Charlton)
- Concerns about safeguarding – talk to the DSL (S Brown or A McStea)

All staff can be contacted via school email address or school Facebook page

### 4. Data protection

#### 4.1 Accessing personal data

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

Explain:

- All staff have access to CPOMS to record any parent contact or concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party.
- Teachers are able to access parent contact details via Integris using a secure password. Do not share any details with third parties and ensure Integris is in logged off.
- SLT have the ability to locate personal details of families when required through securely accessing Integris. SLT are not to share their access permissions with other members of staff.
- School laptops and iPads are the school's preferred devices to be used 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 email addresses and 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 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

Please see our Child Protection Policy Coronavirus Addendum.

Please see our Safeguarding Policy on our website.

## 6. Monitoring arrangements

This policy will be reviewed as and when updates on home learning are provided or changed by the government by J Pattison. At every review, it will be approved by Mr S Brown (Headteacher)

## 7. Links with other policies

This policy is linked to our:

- › Behaviour policy
- › Child protection policy and coronavirus addendum to our child protection policy
- › Data protection policy and privacy notices
- › Home-school agreement
- › ICT and internet acceptable use policy
- › Online safety policy
- › Parent Conduct Policy
- › Acceptable User Policy – Remote Learning