Tenterden Primary Federation
Remote Learning Policy

Policy Approved: November 2020

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Our Vision

As a welcoming Church school, we aspire to provide care and support for each other and the wider community. Through the practical application of Christian values and a positive growth mind-set our pupils challenge themselves to be independent, inquisitive and knowledgeable; a positive influence on society.

Contents

1. Aims

This remote learning policy for staff aims to:

- o   Ensure consistency in the approach to remote learning for pupils who aren't in school
- 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- full bubble and school closure

2.1 Teachers

- When there is lockdown or a bubble has been shut down due to a COVID-19 positive case and PHE recommended action is to close a bubble or whole school for two weeks then the following actions will happen.

- When providing remote learning for the whole class, teachers must be available to support learning and deliver learning activities for their pupils between 8:50am-12:30pm and 1:30-3.10pm.

- If teachers 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 – contact the Head of School before 7.30am – once notified, the SLT will post a message on the relevant class dojo so that parents/carers are informed.

When providing remote learning for a whole class in lockdown, teachers are responsible for:

Setting work :

o Provide work for their year group

o To include maths, English and an afternoon subject- covering a range of foundation subjects over the two weeks

o One live learning lesson of half an hour a day. This planned session is linked to the weekly curriculum plans and work being provided to children to complete independently at home or in the critical worker/vulnerable school provision.

o English for KS2 to include reading, writing and GPS

o English for KS1 to include phonics, reading and writing

o For all year groups daily work will be posted in a DOJO drop box the evening before- by 6:30pm.

o Teachers to co-ordinate with the ICT manager if pupils are having difficulty accessing a device.

o SENCo's advice to be sought if pupils are having difficulty accessing the learning due to their learning needs.

o FLM advice to be sought where individual families are being supported for specific needs e.g. anxiety and wellbeing

Providing feedback on work during a bubble closure or lockdown:

o Math work sent to the class teacher will be reviewed and short feedback given, via dojo provided to aid next steps in learning. Staff are not expected to give feedback outside of the school teaching hours.

o Pupils will receive feedback through Dojo on their writing at the end of each week.

o Any foundation subject activities completed can be published by children on virtual boards (Padlets). These will be reviewed by the class teacher and feedback sent to the children via this platform.

Keeping in touch with pupils and their parents who aren't in school during a bubble closure or lockdown:

o Teachers to monitor children accessing learning online and complete a monitoring sheet on google drive which SLT can monitor. Any families not sending a completed activity each day will be contact to see if further support is required.

o SLT will follow up any concerns raised by class teachers and hold a safeguarding team meeting weekly to ensure actions are being taken and followed up.

o Should a significant safeguarding issue arise during the week, the safeguarding team will hold an emergency meeting and follow the usual safeguarding procedures- see the child protection policy September 2020.

- o   Teachers are not to respond to emails/dojos outside of working hours.
- o   If teachers receive any complaints or concerns from parents/carers they should refer to SLT and keep a record of this.
- o   Any safeguarding concerns should be referred to DSLs via a phone call and followed up by a secure email message.
- o   Any behavioural issues, such as failing to complete work should be handled by the Class Teacher in the first instance, if the behaviour persists it should be referred to a member of the SLT- see amended behaviour policy, September 2020

Attending virtual meetings with staff, parents and pupils during a bubble closure or lockdown.

- o   Dress code – smart/casual
- o   Follow professional standards at all times
- o   Avoid areas with background noise, ensure there is nothing inappropriate in the background
- o   Parents must be mindful of the chosen room to complete live learning. We do not recommend a child's bedroom unless it is the only place to access a computer. IN this case parents must be nearby.
- o   Staff must deliver live learning from a main living area/office space/classroom.
- o   For safeguarding and privacy ensure virtual meetings are not heard by other members in your household.
- o   Do not hold a meeting with a parent or pupil without prior approval from The Executive Headteacher and when approval is granted follow the e-safety guidance set out in other policies.
- o   Do not deliver live learning sessions without prior approval from The Executive Headteacher and when approval is granted follow the e-safety guidance set out in other policies.
- o   All live sessions approved will follow strict registration protocols and will be recorded with a administrator supervising.

There will be no virtual learning sessions delivered for individual children isolating due to COVID-19 while the school is fully open. A grab bag of learning activities for Mathematics and English will be provided and the parent/carer will be advised via dojo what activities need to be completed during the two week isolation period. The children can also complete additional learning activities from the homework menu.

Telephone calls with parents and pupils during a bubble closure or lockdown or when a child is isolating.

- o   Teachers do not need to ring parents. Dojo is the tool for communication. If there is a significant need for a telephone call this must be done following Executive Headteacher/Head of School approval.
- o   FLM will make phone calls to continue 1:1 support remotely where required. Executive headteacher/head of School will be informed of the contact planned prior to holding the sessions.
- o   SENCO will make phone calls to continue 1:1 support remotely where required. The Executive Headteacher/head of School will be informed of the contact planned prior to making the calls.
- o   SLT will make phone calls where SLT intervention and support for individual families are required.
- o   Staff will use school phones- where that is not possible then staff must anonymise their telephone number using 141.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during their contractual 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:

Responsibilities:

Supporting pupils who aren't in school with learning remotely – the class teacher will tell the teaching assistant which children they need to support and how. The teaching assistant will give advice and support via dojo.

Attending virtual meetings with teachers, parents and pupils:

- o Dress code – smart/casual
- o Follow professional standards at all times
- o Avoid areas with background noise, ensure there is nothing inappropriate in the background
- o Parents must be mindful of the chosen room to complete live learning. We do not recommend a child's bedroom unless it is the only place to access a computer. IN this case parents must be nearby.
- o Staff must deliver live learning from a main living area/office space/classroom.
- o For safeguarding and privacy ensure virtual meetings are not heard by other members in your household.
- o Do not hold a meeting with a parent or pupil without prior approval from The Executive Headteacher and when approval is granted follow the e-safety guidance set out in other policies.
- o Do not deliver live learning sessions without prior approval from The Executive Headteacher and when approval is granted follow the e-safety guidance set out in other policies.
- o All live sessions approved will follow strict registration protocols and will be recorded with a administrator supervising.

2.3 SENCo

- o To co-ordinate remote learning for children with SEND across the school
- o Liaise with parents/carers of children with SEND
- o Work with class teachers to ensure adequate provision for SEND children
- o Complete stattory actions for EHCPs remotely

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- o Facilitating a weekly staff meeting
- o Co-ordinating the remote learning approach across the school
- o Monitoring the effectiveness of remote learning – through regular virtual meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- o Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- o Weekly safeguarding and SEND review meetings and follow up actions
- o Usual leadership responsibilities to support staff, parents and pupils

2.5 Designated safeguarding lead

The DSL is responsible for: see Safeguarding Policy

2.6 IT staff

IT staff are responsible for:

- o Fixing issues with systems used to set and collect work

- Helping staff and parents with any technical issues they're experiencing with school computers by remote access – computer user has to allow IT to have remote access
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

2.7 Pupils and parents/carers

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although 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

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

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
- Monitor the wellbeing of staff and ensure appropriate support is in place where needed

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, Deputy Headteacher, Head of School or SENCO
- Issues with behaviour – talk to a member of the SLT
- Issues with IT – talk to IT staff
- Issues with their own workload or wellbeing – SLT and link governor
- Concerns about data protection – talk to the Office Manager, Executive Headteacher or Head of School
- Concerns about safeguarding – talk to the DSL team

4. Data protection

4.1 Accessing personal data

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

- Access the data using either Google Classroom or Class Dojo which both have secure access

- o Use school devices to access data. Only use a personal laptop device if it has been checked by TST ICT team as secure. No personal mobile phones should be used to communicate with parents and children.
- o Personal phones can be used to access secure work emails and dojo messages should that be helpful as these are secure sites.

4.2 Processing personal data

Staff members may need to collect and/or share personal data 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 e.g. organising staff zoom meetings

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:

- o 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)
- o 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
- o Making sure the device locks if left inactive for a period of time
- o Not sharing the device among family or friends
- o Installing antivirus and anti-spyware software
- o Keeping operating systems up to date – always install the latest updates

5. Safeguarding

See Child Protection Policy (September 2020) and E-Safety Policy

6. Monitoring arrangements

This policy will be reviewed yearly by SLT, governors and the IT Manager.   At every review, it will be approved by the Local Governing Body.

7. Links with other policies

This policy is linked to our:

- o Positive behaviour policy
- o Child protection policy
- o Data protection policy and privacy notices
- o Home-school agreement
- o ICT and internet acceptable use policy

Online safety policy