



Remote Learning Policy

This remote learning policy has been written as guidance for staff and parents during the COVID-19 Pandemic.

It sets out the systems and technology that staff will use to keep the learning experience going for children, and details how they can be used effectively and safely, while allowing for the differing needs of families.

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

2.1 Teachers

The staff remote learning lead is Lloyd Welsh and any concerns, questions or feedback can be communicated with him through calling the office on 0207 525 9250.

Teachers must be available between 8.30am and 4pm. 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 7am and 4pm. If it affects the completion of any work required ensure that arrangements have been made with SLT to ensure work is completed.

Teachers are responsible for:

Setting work for home learning using PowerPoints, which include:

- recorded teaching (e.g. Oak National Academy lessons, video/audio recordings made by teachers)
- commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences
- zoom lessons and collective worship

Teachers may also provide:

- printed paper packs produced by teachers – these will be the same as the work being emailed home so that all children are accessing the same learning
- reading books if children do not have access to any at home

We expect that remote education (including remote teaching and independent work) will take pupils broadly the following number of hours each day:

<p>Key Stage 1</p> <p>Minimum of 3 hours</p>	<p>Daily:</p> <p>English</p> <p>Maths</p> <p>Phonics</p> <p>Guided Reading</p> <p>RE x 2</p> <p>Plus other subjects on different days</p>
<p>Key Stage 2</p> <p>Minimum of 4 hours</p>	<p>Daily:</p> <p>English</p> <p>Maths</p> <p>Guided Reading</p> <p>RE x 2</p> <p>Plus other subjects on different days</p>

Providing feedback on work:

- Pupils can send any completed work to teachers via email
- Teachers can mark and return work to pupils which will include comments and next steps where necessary
- Teachers should mark work at least once a week with a next step and respond when all work is received with a comment

Keeping in touch with pupils and parents:

- Email parents directly if any concerns regarding work including questions and suggestions to support
- House Points given to children for excellent work
- Parents to be called if pupils are not regularly engaging, attending ‘live’ sessions or returning examples of work daily
- Any issues that are received are to be dealt with professionally by the class teacher and the paired member of SLT should be BCC’d in the communication. If necessary teachers to contact a member of SLT for advice.
- Withheld numbers may be used as teachers can use their mobile phones from home. Contact details can be accessed through the Office and SIMs.
- All communications with parents should be noted and shared with SLT.
- Contact should be polite and encouraging.
- Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly.

Attending virtual meetings with staff, parents and pupils:

- Staff are expected to still attend meetings through a zoom link which will be sent out prior to the meeting.
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

2.1a SLT responsibility

It is the responsibility of SLT to ensure that:

Work is being sent daily – SLT to be CC’d in

To monitor in advance what is being sent out, give feedback and follow up

Children to be tracked and any concerns to be followed up

If a child is self-isolating work is allocated as soon as possible once a child has been identified as self-isolating

Daily lessons span across the curriculum, lessons are closely matched to the curriculum delivered in school

Work is tailored to each pupil and those with SEN have individual work provided

Lessons include elements of ‘live’ learning and are accessible to the parents

2.2 Teaching assistants

Teaching assistants must be available between 9am – 3:30pm, Mon to Fri. During this time, they are expected to check work emails and be available when called upon to support the children with their learning. 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 with learning remotely when requested by the SENCO
- Attending virtual meetings with teachers, parents and pupils if needed
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

2.3 Subject leads

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for: Supporting teachers with setting relevant online learning and ensuring their subject is still being taught and accessed as part of learning sequences across the school.

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 – reviewing work set by teachers weekly, monitoring
- Mathematics, monitoring email correspondence between parents and teachers
- Monitoring the security of remote learning systems, including data protection and safeguarding
- Considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

- Maintaining contact, collating, passing on information and responding to any concerns.

See the COVID-19 amendments to the Child Protection Policy

2.7 Pupils and parents

Staff can expect pupils to:

- Be contactable during the hours of the school day 9am – 3.15pm – although they may not always be in front of a device the entire time
- Seek help if they need it
- Alert teachers if they're not able to complete work

Staff can expect parents to:

- Seek help from the school if they need it – staff should refer parents to the 'remote learning' section of the school website and other useful links for learning.
- 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 systems are appropriately secure, for both data protection and safeguarding reasons

Data protection

4.1 Accessing personal data

When accessing personal data, all staff members will:

- Be able to access parent contact details via SIMs and the office staff will access.
- Not share any details with third parties.
- Use school computers, laptops and iPads as they are the school's preferred devices to be used when accessing any personal
- Be able to access information on pupils.

4.2 Sharing personal data

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.

While this may be necessary, 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 the up to date safeguarding policy with a Covid 19 addendum for updates concerning safeguarding in relation to home learning. This policy is available on our website.

6. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government by L.Welsh (Deputy Head). At every review, it will be approved by L Grabowski HoS and the Governors.