



# LITTLE MISSENDEN CE INFANT SCHOOL

## REMOTE LEARNING POLICY 2020

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### 1. AIMS

This remote learning policy for aims to:

- › Ensure consistency in the school's approach to remote learning
- › 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 are responsible for setting work for individual children who are self-isolating on the class learning platform. Where individuals are self-isolating, teachers will not be available to respond to individual messages, as they are teaching the rest of the class, but will provide some feedback when appropriate.

If the whole class bubble is required to self-isolate, or there is a lockdown, the teachers will be given the first day to prepare, then, from the following day, will be available during usual school opening times, Monday-Friday. 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.

Teachers are responsible for:

- › Setting work:
  - For children who are self-isolating, or if there is enforced bubble/school closure, work will be set on the relevant class learning platform
    - KS1: Google Classroom
    - EYFS: Tapestry
  - If the child does not have access to the internet alternative provision will be offered in consultation with the parents/carers – e.g. posting work.

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› Providing feedback on work:

- Appropriate feedback will be given to completed work uploaded to the class learning platform
- Pupil's work and/or photographs/videos sent in should receive an acknowledgement and comment from a teacher or other school staff. This will not replicate feedback on strengths and development in learning that parents might expect when the school is open and working normally

› Keeping in touch with pupils and parents:

- Feedback will be given as stated above
- Emails will be responded to where possible, but only during school hours
- Staff should use an email address which has been set up for school use only
- Phone calls will be offered if appropriate
  - Where possible the school phone should be used. If a home or mobile phone needs to be used then the number must be protected by dialling 141 before the number
- If a teacher receives an email from a parent with a query or concern which needs further escalating, then that email should be sent to the Headteacher. Teachers may be asked to provide a response or comment after it has been discussed with the Headteacher

› Attending virtual meetings with staff, parents and pupils:

- Where appropriate individual or group Zoom/Teams calls will be offered for teaching and/or support
- To keep pupils safe online we ask:
  - Access to the platform is made through the parent/carer's account
  - An appropriate adult (parent or carer) will remain in the room with the pupil during online meetings to help or join in. The pupil must take part in the video call in a suitable communal environment and be appropriately dressed. All members of the household must be aware the call is taking place and make sure they use appropriate language and behaviour when nearby or in the background
  - Parent/carer will make sure the pupil has "logged off" the call correctly and signed out before turning off any devices
  - Parents/carers and pupils will not try to contact teachers using these online tools outside of pre-arranged calls. If a parent/carer need to contact a teacher for any reason, they must do so via email
- In order to protect pupils, parents and staff:
  - Staff will ensure they are in a communal living space throughout the call, ensuring their background is as neutral as possible (e.g. no family photos in view). All members of the household will be aware the meeting is taking place and will use appropriate language/behaviour throughout the call
  - No member of staff will contact pupils/parents via virtual platforms outside of any pre-arranged meetings or school-based learning platforms. If they do need to contact a parent/carer they will do so via normal procedures i.e. email/phone
  - If a member of staff is having a 1-1 meeting with a pupil they will ensure the parent is also present
  - During whole class meetings/assemblies a minimum of two members of staff will be present until all the pupils have logged off
  - No session will be recorded unless previously agreed with parents/carers

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## 2.2 Teaching Assistants

Teaching assistants are responsible for working under the direction of the class teacher or Headteacher to support children who are self-isolating, or if there is an enforced bubble or school closure. They must be available during their normal working days and hours, unless different days/hours are agreed by the Headteacher. 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.

Teaching assistants are responsible for:

- › Supporting pupils with learning remotely:
  - For example, by supporting on the class learning platform, as appropriate, under the guidance of the class teacher
- › Undertaking remote and/or online CPD training.
- › Attending virtual meetings with teachers, parents and pupils
  - When attending a virtual meeting the procedures set out above must be followed

## 2.3 Subject Leads

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

- › Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- › Working with teachers to ensure the work set in their subject is appropriate and consistent
- › Working with other subject leads and the Headteacher to make sure work set across subjects is appropriate and consistent
- › Monitoring the work set by teachers in their subject
- › Alerting teachers to resources they can use to support teaching

## 2.4 SENDCO

The SENCO is responsible for coordinating provision for pupils with SEND across the school, as set out within the schools Special Educational Needs Policy. During a period of enforced school closure, the SENCO will continue to:

- › Work with class teachers to ensure appropriate provision for all SEND children
- › Ensure completion of necessary SEND paperwork

## 2.5 Headteacher

The Headteacher is responsible for:

- › Coordinating the remote learning approach across the school
- › Monitoring the effectiveness of remote learning, for example, through regular meetings with teachers/subject leaders, and reviewing the work set

## 2.6 Designated Safeguarding Lead (DSL)

The DSL's responsibilities are identified in the school Child Protection Policy.

## 2.7 Pupils and Parents

Staff can expect pupils to:

- › Complete work by the deadline set by the teacher and send in evidence on Tapestry (EYFS) or Google Classroom (KS1)
- › Read regularly

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- › Seek help if they need it

Staff can expect parents to:

- › Confirm they are happy for their child to use the online learning platforms
- › Ensure their child is completing the work set
- › Informing the school if online learning is not possible so alternative arrangements can be made
- › Make the school aware if their child is sick or otherwise can't complete work
- › Support their child as much as possible
- › Ensure they log onto virtual meetings/assemblies when requested to do so
- › 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
- › Monitoring the appropriateness of the remote learning tools used

## 3. WHO TO CONTACT

If staff have any questions or concerns, they should contact the Headteacher.

If parents have any questions or concerns they should contact the class teacher through the online learning platform in the first instance, then the Headteacher if required on the office email.

Any safeguarding concerns from parents or teachers should be directed to the Headteacher who is the DSL, or to the additional DSL on the office email, as outlined in the school Child Protection Policy.

## 4. DATA PROTECTION

### 4.1 Accessing Personal Data

When accessing personal data, all staff members will:

- › Use an email account that is only for school use and never use personal messaging systems

### 4.2 Sharing Personal Data

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

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- › 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**

The school Child Protection Policy has been updated and an appendix has been written in line with Covid-19 guidance. These can be found on the school website.

## **6. MONITORING ARRANGEMENTS**

This policy will be reviewed annually.

## **7. LINKS WITH OTHER POLICIES**

This policy is linked to our:

- › Behaviour policy
- › Child protection policy and Covid-19 addendum.
- › Data protection policy and privacy notices
- › ICT policy
- › Online safety policy
- › Online teaching and virtual meeting policy

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