

Sibsey Free Primary School

Remote Learning Policy



This policy is not operational during normal school business operating procedures.

Approved by: Governing Body

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Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

Roles and responsibilities

All teachers and support staff play an integral part in the successful implementation of the Remote Learning Policy. Ultimately, the Senior Leadership Team are responsible for coordinating the response to remote learning across the school. This includes:

Senior Leadership Team:

- Monitoring the engagement and impact of remote learning
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Providing time to facilitate training sessions for staff on how to use the remote learning platforms effectively



- Monitoring the wellbeing of any staff who are working remotely through regular conversations, either via the telephone or through Microsoft Teams
- Monitoring communication with pupil premium children and vulnerable families with regular contact via the telephone or, where appropriate, home visits. All communications to be recorded

Teachers

Teachers must be available for remote learning provision between 9am and 4:00pm each day.

There will be:

- One English lesson per day
- One maths lesson per day
- Times tables practice (Times Tables Rockstars for Y2 upwards)
- Numbots for Y1
- One non-core subject per day
- One RE lesson per week
- Links to a daily PE activity/lesson/challenge
- Reading sessions per week to include comprehension
- EYFS activities as appropriate and relevant to the current topic

Activities will be tailor-made by teachers to support the curriculum learning. Where appropriate they are to be supported by the relevant link to external online material including White Rose Maths, BBC Bitesize, etc.

There will be learning activities equivalent to 3 hours per day for Reception and Key Stage 1 pupils and 4 hours per day for Key Stage 2 pupils.

If a teacher is unable to work for any reason during this time, for example due to sickness or other reason, this should be reported using the normal absence procedure.

When providing remote learning, teachers are responsible for:

- Work being set appropriately to meet the needs of all learners
- Remote learning sessions should follow the same planning as is being delivered in school
- The work for each session should be scheduled to be uploaded onto Google Classroom by 8am on the day on which it is to be completed.



- Further details linked to the specifics of remote learning provision are included in the school's remote learning plan which is available on the school website.
- Teachers must monitor which pupils are engaging with what learning as well as the frequency of engagement. If a pupil has not engaged with activities, the teacher must inform the Headteacher. The school's engagement protocol will be deployed.
- Staff who are providing remote learning from home must be available for any staff meetings, which will be held via Microsoft Teams. If a member of staff cannot attend a meeting, the Headteacher should be notified in advance.

Delivering live sessions via Zoom and pre-recorded videos/tutorials:

- Staff should ensure they are in an appropriate location without unnecessary background distractions.
- All live lessons are to be recorded. This should start before the children join, and end once the last pupil has left. The recording will be stored on the Zoom account and then deleted at the end of the term.
- Teachers must take a register of pupils who attend the tutorial sessions
- Once the tutorial starts, pupils should mute their microphone. If a pupil needs to ask or respond to a question, they should unmute themselves for the duration of their question, and then mute themselves again once they are finished. Alternatively, they could use the 'hand-up' function or the chat function, where appropriate.
- Staff should ensure they are appropriately dressed for the sessions.
- All pupils do not need to attend the tutorials for the full session but engagement is monitored and expected.
- In the event of continuous teaching online, the latest safeguarding and remote education guidance from DfE (most recently updated on 24.11.22) will be followed <https://www.gov.uk/guidance/safeguarding-and-remote-education>

Identifying and reporting any safeguarding concerns:

Teachers are expected to report any safeguarding concerns that become apparent, whether through live sessions, conversations with pupils and/or parents, or work produced. These should be reported following the usual safeguarding procedures.

Teaching Assistants

Teaching Assistants will work within school, supporting remote learning and communication with families or they will work within classrooms supporting pupils - 1:1 or groups within the class.



SENDCO

The SENDCO is responsible for:

- Ensuring that pupils with EHC plans, who are not in school, continue to have their needs met while learning remotely
- Continuing to liaise with external organisations to ensure children with EHC plans are supported as they would be in school
- Ensuring that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote learning period
- Providing guidance to teachers on how best to engage and support SEND pupils via Zoom and/or recorded sessions, practical resources, Google Classroom and other engagement

Designated Safeguarding Lead

The DSL is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during remote learning period.
- Liaising with F1 staff where necessary to ensure that all technology used for remote learning is suitable for its purpose and will protect pupils online.
- Ensuring that child protection plans are enforced while the pupil is learning remotely, and liaising with other organisations to make alternate arrangements for pupils who are at a high risk, where required
- Liaising with relevant individuals to ensure vulnerable pupils receive the support required during the period of remote working
- Ensuring all safeguarding incidents are accurately recorded on CPOMS

Pupils and Parents

The Governors and leadership recognise the challenges faced by everyone during these exceptional times. We wish to make it clear that the completion of work set is in the very best interests of all pupils and will ensure that gaps between pupils learning at home and school will not become too great. This policy seeks to guide and inform families and not impose specific expectations that may impact negatively on the mental well-being of parents and/or children. Every family is unique with their own, individual circumstances. Having to utilise remote learning can affect families in very different ways; each family should, therefore, approach home learning in a way that supports their individual needs and, in best practice, with good communication with the school.

Within our expectations, we are also aware of the need for flexibility and understanding from all stakeholders:



- Parents/carers may be working from home, so access to technology, as a family, may be difficult at different times
- There may be more than one child in the family trying to access technology; children may not be able to access all the learning during the day.
- Teachers may be managing their home situation and the home learning of their own children
- IT systems may not always function as they should
- Parents, pupils or staff may be ill and unable to set or complete the planned learning

Pupils should, to the best of their ability

- Access the work set at the correct time if the family situation allows
- Complete work to the agreed deadline
- Seek help if they are not able to complete work or are having difficulty with the work using Google Classroom or the daily Zoom tutorials

Parents should:

- Make the school aware if their child is sick or otherwise is unable to complete work
- Ensure their child is prepared for the sessions, by providing a quiet area to work in (not a bedroom) and making sure the pupil is appropriately dressed
- Seek help from the school if they need it by calling the school office, or using the designated email address
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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.

Who to contact

If staff have any questions or concerns about remote learning, they should consider the remote learning plan and the engagement protocol. If they still have questions or concerns after doing so, then they should contact the following individuals:

- Issues in setting work – relevant subject lead or SENCO
- Issues with behaviour – Headteacher
- Issues with IT – raise a ticket with F1 or speak to Mrs A. Robinson
- Issues with their own workload or wellbeing – Headteacher/their line manager
- Concerns about data protection – data protection officer
- Concerns about safeguarding – DSL



Data protection Accessing personal data

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

- Only use school approved devices to access personal data. If personal mobile devices are to be used, this must be approved by the Headteacher and should only be in exceptional circumstances.
- Keep all data secure, following standard GPDR guidelines.
- Inform the Headteacher if there has been a breach. Headteacher will inform the Data Protection Officer

Processing personal data

Staff members may need to collect and/or share personal data such as email addresses, pupil logins or contact information 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.

Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes steps such as, but is not limited to:

- Keeping the device password-protected – strong passwords
- 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

Monitoring arrangements

This policy will be reviewed in the first six weeks by the Headteacher. It will be considered by the Crisis Panel and then approved by the full governing body.

Links with other policies

This policy is linked to our:

- Behaviour policy
- Remote Learning Plan



- Engagement Protocol
- Child protection/safeguarding policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school partnership
- ICT/E-Safety and internet acceptable use policies

