Remote and Online Learning Policy

WINGROVE PRIMARY SCHOOL

Contents

1. 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.

2. Roles and responsibilities

Remote learning systems are in place across the whole school, and class teachers hold the main responsibility for managing the systems as well as monitoring pupil and family engagement with them. In EYFS Class Dojo is the main platform used to set learning and to share information with families and pupils. Seesaw is the platform used across the rest of the school. Staff share learning and record lessons to share with pupils who are self-isolating and cannot attend school. These online platforms also provide a line of communication between parents and teachers. The whole school provision is managed and monitored by:

> Remote Learning Lead (TLR3 postholder);

> Pastoral Team: Pastoral Lead, HLTA, Community Cohesion Lead;

> Inclusion Manager;

> Head Teacher;

> Phase Leaders: EYFS, KS1 and KS2.

2.1 Teachers

When providing remote learning, teachers are responsible for:

> Setting work:

  o For all pupils in their class/year group who are isolating due to COVID-19

  o Of three learning tasks per day: English, maths and creative Curriculum

  o Which is scheduled in advance and as soon after the child/children are absent from school

  o if it should be uploaded, will be accessible on Dojo, Seesaw and staff will ensure all children have access to online platforms/websites eg Mathletics, Purple Mash, Myon…

  o which is co-ordinated with other teachers, to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work (hard copy)

> Providing feedback on work:

  o Using Dojo and Seesaw for marking and feedback

  o Which should be given, where possible, within twenty four hours of the work being set/uploaded

> Keeping in touch with pupils who aren't in school and their parents:
>   - o   to make regular contact using Dojo and Seesaw
>   - o   to liaise with safeguarding and senior leader teams when contact is not successful or where there are concerns
>   - o   To monitor pupils' engagement and report outcomes to senior team for follow up
> Attending virtual meetings with staff, parents and pupils
>   - o   Locations - avoid areas with background noise, nothing inappropriate in the background
>   - o   Live lessons – will be developed with potential introduction from January 2021

2.2 Teaching assistants

Will continue to assist with remote learning and will follow the directions of the teacher.

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

> Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
> Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent
> Monitoring the remote work set by teachers in their subject
> Alerting teachers to resources they can use to teach their subject remotely. This will include The Oak Academy resources.

2.4 Senior leaders and Remote Learning Leader

Alongside any teaching responsibilities, senior leaders and RLL are responsible for:

> Co-ordinating the remote learning approach across the school
> Monitoring the effectiveness of remote learning
> Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding leads

The DSL are responsible for:

> Monitoring the remote learning and engagement of all vulnerable pupils, including children with CSC involvement
> Any safeguarding aspects of remote learning

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

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

> Be contactable during the school day

> 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 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

> Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

3. Data protection

3.1 Accessing personal data

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

> use a secure cloud service or a server in your IT network

> where possible, use devices provided by the school.

> See GDPR policy for further details

3.2 Processing personal data

Staff members may need to collect and/or share personal data such as names, telephone numbers, addresses and emails 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.

3.3 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)

> 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

4. Safeguarding

Children at home

The school will maintain contact with children who are at home. Staff will try to speak directly to children at home to help identify any concerns. They will use school phones and devices to make calls home. Or, if necessary they will use personal phones but they will withhold their personal number.

Staff and volunteers will look out for signs like:

> Not completing assigned work or logging on to school systems

> No contact from children or families

> Seeming more withdrawn during any class check-ins or video calls

5. Online safety

In school

We will continue to have appropriate filtering and monitoring systems in place in school.

If IT staff are unavailable, our contingency plan is to email them and wait for a response

11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing staff behaviour policy/code of conduct/IT acceptable use policy.

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures as set out in the school's Child Protection and Safeguarding Policy.

We will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too.

6. 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

> Curriculum Policies

> ICT and internet acceptable use policy

> Online safety policy