Remote learning policy

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Governing Body sign off:	--
Next Review Due By:	July 2021

1. AIMS AND INTRODUCTION

The government expectation is that remote learning should be high quality, safe and align as closely as possible with in-school provision.

At Headlands, we are committed to supporting our pupils and families in the best way that we possibly can during the Coronavirus Pandemic. After careful consideration and research, we believe we have created a clear strategy to ensure that we are able to offer and deliver quality remote education through which our staff will be able to offer a high level of support and guidance to any pupils who cannot physically attend school.

This remote learning policy 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

This policy should be read alongside the Remote Learning: Information for Parents Guide. Our school website also contains detailed user guides for both of the learning platforms that we will be using; Microsoft Teams and Evidence Me.

2. ROLES AND RESPONSIBILITIES

2.1 TEACHERS
When providing remote learning, teachers must be available between normal school 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 to the headteacher using the normal absence procedure (between 7:00-7:30am).

When providing remote learning, teachers are responsible for:

- Continuing to offer a broad, balanced and challenging curriculum which mirrors what would have been taught in school at any specific stage in the year

- Leading live lessons to their individual classes, Maths sets or whole year groups at the times specified in the Remote Learning: Information for Parents Guide

- Leading weekly live 'Praise Assemblies' within their year group to celebrate pupils' achievements

- Uploading other pre-recorded lessons/video clips as outlined in the Remote Learning: Information for Parents Guide

- Uploading engaging assignments/quizzes (appropriate to the age of pupils) to Microsoft Teams by 9am each day for the pupils that they teach to access during school hours (EYFS/KS1 pupils to be provided with up to 3 hours of work per day, KS2 pupils to be provided with up to 4 hours of work per day)

- Communicating regularly with their partner teacher to ensure that there is consistency and parity across the year group or between home/school

- Sharing good practice with colleagues regarding the functionality of Microsoft Teams to ensure that the quality of Remote Learning provision being offered remains high and continually develops

- Marking all work submitted by pupils via Microsoft Teams (of the Evidence Me APP for EYFS pupils) and providing pupils with more developmental feedback in English and Maths

- Responding to queries from parents via their year group email addresses as listed in the Remote Learning: Information for Parents Guide

- Continuing to report safeguarding concerns through the use of school's electronic system (CPOMs) or liaising directly with Designated Safeguarding Leaders (DSLs) in school should they have any concerns about a child

- Keeping school leaders informed of pupils who are not engaging with the Remote Learning provision being offered

- Carrying out phone calls to offer support/advice to parents regarding Remote Learning or asking another appropriate member of staff or DSL to carry out the phone call on their behalf if the teacher themselves is isolating at home and does not have access to a school telephone

- Continuing to attend virtual meetings with staff, parents and other external professionals as long as they are fit and able to do so

- Ensuring that they always dress appropriately for virtual meetings/live lessons and avoid situating themselves in areas with lots of background noise/other distractions

2.2 TEACHING ASSISTANTS

When assisting with remote learning, teaching assistants must be available between their normal school working 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 to the headteacher using the normal absence procedure (between 7:00-7:30am).

When assisting with remote learning, teaching assistants are responsible for:

- Being present and visible to pupils during all live lessons being led by the class teachers they have been assigned to work with

- Monitoring which pupils are/aren't present during all live lessons and reporting this back to class teachers

- Monitoring the chat function on Microsoft Teams during live lessons and responding to questions/answers/comments provided by pupils and parents

- Monitoring the 'hands up' function on Microsoft Teams during live lessons and informing the class teacher which pupils wish to make verbal contributions to the lesson

- Supporting the teacher with marking pupils work (or observations in EYFS) and providing appropriate developmental feedback

- Continuing to report safeguarding concerns to class teachers or liaising directly with Designated Safeguarding Leaders (DSLs) in school should they have any concerns about a child

- Continuing to attend virtual meetings with staff, parents and other external professionals as long as they are fit and able to do so

- Ensuring that they always dress appropriately for virtual meetings/live lessons and avoid situating themselves in areas with lots of background noise/other distractions

2.3 SENIOR LEADERS INCLUDING DESIGNATED SAFEGUARDING LEADERS (DSLS)

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

- Co-ordinating the remote learning approach across the school and ensuring that staff and pupils are adequately trained in the use of Microsoft Teams/Evidence Me

- Communicating clearly with parents regarding the remote learning provision being offered

- Ensuring that they work alongside the IT Manager and office staff to provide all pupils access to electronic devices if eligible

- Monitoring pupil engagement and the effectiveness of remote learning through regular discussions with teachers, joining and observing live lessons, watching pre-recorded lessons and reviewing work which has been submitted by pupils and marked by staff

- Reporting back regularly to governors regarding pupil engagement and the effectiveness of the remote learning being offered

- Conducting regular COVID welfare calls to vulnerable families

- Allocating adequate release time to the trained school counsellor to ensure she is able to carry out remote 'Talk Time' sessions via telephone to isolating pupils when appropriate

- Continuing to follow the school's Safeguarding Policy and associated COVID Safeguarding Addendum and responding promptly to safeguarding concerns raised by staff, parents, pupils, members of the public and external professionals

- Continuing to attend virtual meetings with staff, parents and other external professionals as long as they are fit and able to do so

- Ensuring that they always dress appropriately for virtual meetings/live lessons and avoid situating themselves in areas with lots of background noise/other distractions

2.4 IT MANAGER

The IT Manager is responsible for:

- Supporting senior leaders in ensuring that staff and pupils are adequately trained in the use of Microsoft Teams/Evidence Me

- Liaising with staff to help resolve any technical issues that they or parents/pupils may be experiencing

- Reviewing the security of remote learning systems and flagging any data protection breaches to the school's designated Data Protection Officer (DPO) or Safeguarding/E-Safety concerns to the DSLs

- Assisting office staff in ensuring that pupils and parents have access to devices

- Supporting senior leaders in ensuring that the information sharing on the school website relating to Remote Learning is kept up to date for parents

2.5 PUPILS AND PARENTS

Staff can expect pupils learning remotely to:

- Respect and adhere to all of the Pupil Protocols outlined in the Remote Learning: Information for Parents Guide

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work

- Ensure that their child respects and adheres to all of the Pupil Protocols outlined in the Remote Learning: Information for Parents Guide

- Be respectful when making any complaints or concerns known to staff

2.6 GOVERNING BODY

The governing body is responsible for:

- Monitoring the school's approach to providing remote learning to ensure high quality education is being offered

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

3. WHO TO CONTACT

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues regarding what work to set: staff should contact their key stage manager or individual subject leaders for advice

- Issues with behaviour: staff should contact their key stage manager or one of the DSLs

- Issues with IT: staff should contact the IT Manager

- Issues with their own workload or wellbeing – staff should contact their key stage manager, Wellbeing Champion (CC) or one of the most senior leaders (HT/DHT – PC/LD)

- Concerns about data protection – staff should contact the Business Manager (SW) or IT Manager (DL)

- Concerns about safeguarding – staff should follow normal safeguarding procedures and contact a DSL (PC/LD/CC)

4. DATA PROTECTION

4.1 ACCESSING PERSONAL DATA

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

- Only access the data, via secure systems such as Integris, CPOMs or the school server

- Only use school devices to access personal data (no use of personal mobiles phones/laptops)

4.2 PROCESSING PERSONAL DATA

Staff members may need to collect and/or share personal data such as email addresses or log in details for pupils 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.

4.3 KEEPING DEVICES SECURE

All staff members will take appropriate steps to ensure the devices they have been provided with 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 screen is locked if the device is left inactive for any period of time

- Not sharing the device among family or friends

5. SAFEGUARDING

Please refer to school's separate Safeguarding Policy and associated COVID-19 Addendum.

6. MONITORING ARRANGEMENTS

This policy will be reviewed annually.

7. LINKS WITH OTHER POLICIES

This policy is linked to our:

- Behaviour policy

- Safeguarding Policy and Coronavirus Addendum to our Safeguarding Policy

- Data protection policy and privacy notices

- Home-school agreement

- ICT and internet acceptable use policy

- Online safety policy