

# Beech Green Primary School

## Remote learning policy



<b>Approved by:</b>	Hayley Earl	<b>Date:</b> October 2020
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### 1. 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. Roles and responsibilities

#### 2.1 Teachers

When providing remote learning, teachers must be available between 8:30am and 4:30pm.

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should contact Carole Phillips and Julie Poulson. They should also contact their year group team to ensure any year group responsibilities are still met during the absence.

When providing remote learning, teachers are responsible for:

#### **Setting Work**

Teachers are responsible for the planning of work to be sent to their year groups via Tapestry or Teams. Teachers should refer to the Remote Learning Expectations Policy and send the agreed amount of work to their class or year group.

In the event of single person isolation, work may be uploaded the following day after the lesson has been taught. In the event of whole class/whole school isolation, work should be uploaded as stated in the Remote Learning Expectations Policy.

In EYFS, work should be provided via Tapestry. Teachers should schedule weekly meetings with their whole class and speak to individuals where necessary via Teams. In KS1 and KS2, work should be set and weekly meetings should be scheduled with the whole class via Teams. Teachers may also speak to individuals where necessary.

Teachers should communicate with other Teachers and Teaching Partners within their year group at least once a week but it may be necessary to laise more often. All members of the SLT and Home Learning Team have an oversight of all class teams, and can monitor lessons. However, staff need to ensure that they report any concerns they have regarding children's learning or wellbeing to the SLT as soon as possible, either directly, via phone or through CPOMS.

#### **Providing Feedback**

Teachers will access completed work via the uploaded Notebook on Teams from each individual child. Teachers will then be able to provide whole class feedback via the chat on Teams or individual feedback via a scheduled individual meeting. Wherever possible, teachers will make use of quizzes (via forms), which can include some elements of self-marking to provide instant feedback. However, teachers will **not** be expected to provide feedback for every piece of work for every child, every day.

### **Keeping in Touch with Children and Parents**

Teachers should schedule weekly video meetings with their whole class to check in with them and to allow all the children to see one another. If children fail to attend the video meeting, or there is a failure to complete work within the given time, without prior explanation, teachers should attempt to call the pupil and check everything is going well.

Teachers should only reply to emails within the working hours of 8:30am and 5:00pm. Teachers should ensure they have an automated reply set up on their emails which will inform parents of this information. If teachers need to contact parents, they should do so via ParentMail, email or a telephone call.

If teachers receive a complaint or a concern is raised by a parent, they should ensure they have gathered all the relevant information before responding. It may be necessary for the teacher to contact other members of staff in this instance before responding. Any complaint or concerns should only be responded to within working hours. There may be exceptions to this if there is a safeguarding concern.

### **Attending Virtual Meetings with Staff, Parents and Pupils**

When attending any virtual meetings, teaching staff do not need to adhere to any particular dress code but should ensure their attire is appropriate. Teaching staff must ensure their environment is appropriate for children to see but it is understandable that not all members of staff will be able to avoid other distractions such as background noise, especially if caring for their own families as well. Children will also be mindful of GDPR and ensure that, if recording lessons in class, there is no information about the children on display around them.

If teachers need to attend a virtual meeting with an individual child who is isolating, whilst the rest of the year group is still in school, teachers should liaise with other teaching staff within their year group to arrange cover for their classroom responsibilities. If it is not possible to arrange appropriate cover, teachers should seek alternative arrangements with other year groups.

**Any meetings** which involve children must always be recorded, to safeguard all participants. Children should always have an adult present in the room with them when taking part in a live meeting, and expectations around children's behaviour in these meetings will be communicated to families.

## **2.2 Teaching Partners**

When assisting with remote learning, teaching partners must be available between 8:30 and 3:30. 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.

When assisting with remote learning, teaching partners may be responsible for:

- Supporting pupils who aren't in school;
- Providing intervention work for specific children;
- Recording lessons for groups of children.

Teaching Partners will be allocated children whom they will need to provide extra support to during any period of remote home learning. Teaching partners should communicate to these children through Teams and may be required to schedule 1:1 meetings with their allocated children. The expectations set out above will apply to Teaching Partners

Teaching partners may be required to provide additional learning for the children in their group and should ensure they provide any relevant feedback.

## 2.3 Curriculum Teams

Staff belonging to curriculum subject teams have been involved in planning the learning expectations for children across the school. In the event of a long-term lockdown, at either national or regional level, they will be responsible for monitoring the quality of provision for their subject. Curriculum teams will also be asked to signpost teachers towards resources which could be useful for remote learning.

The school INCO will also be responsible for monitoring the provision for children with additional needs across the school.

## 2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the Home Learning across the school;
- Monitoring the effectiveness of the remote learning, by monitoring the lessons delivered, levels of engagement of the children, and by carrying out return to school surveys for individuals and year groups who have had to isolate.
- Monitoring the security of remote learning, attending randomly selected class meetings to ensure protocol are adhered to, and ensuring that all Safeguarding and GDPR requirements are met.

Hayley Earl (Deputy Headteacher) is responsible for overseeing these points.

## 2.5 Designated safeguarding lead

The DSL is responsible for:

- Ensuring that teachers are in regular contact with their families during and period of isolation or lockdown;
- Following the appropriate procedures, should any concerns be reported regarding any children or families who are at home;
- Ensuring that children are accessing the Home Learning Platform safely, and in accordance to the safeguarding expectations set out above.

## 2.6 Computing staff

Internal support for staff can be accessed through members of the Home Learning team. This could include:

- 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

External support is also available through our Microsoft Partner **Turn It On** by emailing [support@turniton.co.uk](mailto:support@turniton.co.uk)

## 2.7 Pupils and parents

**Staff can expect pupils learning remotely to:**

- **Be contactable during the school day**

Children will be expected to attend a weekly meeting as set by the class teacher. They should also be contactable by phone throughout the school day should a teacher or teaching partner need to speak to them.

- **Complete work set**

Children will be expected to complete all work as set by the class teachers or teaching partners by a given deadline. If children are in need of help, they should seek to contact the relevant adult as soon as possible via Teams. If children are unable to complete a piece of work, they should alert the teacher or teaching partner before the deadline.

### **Staff can expect parents with children learning remotely to:**

- **Contact teachers or teaching partners if work cannot be completed.**

If a child is sick or cannot complete their work as set by a teacher or teaching partner, parents will be required to notify the member of staff at the earliest possible opportunity.

- **Seek help from school should they need it.**

Teachers and teaching partners are contactable throughout the school day. Should parents email outside of these hours, they should expect to receive a response during the teacher's next working day. If parents have a more urgent problem and require immediate help, they should contact the school office during school hours, on 01452 722363 or email [covid19@beechgreen.gloucs.sch.uk](mailto:covid19@beechgreen.gloucs.sch.uk)

- **Be respectful if raising a concern or complaint.**

Should a parent need to raise a concern or complaint to any member of staff, they should do so in a respectful manner. Parents are free to email teaching staff or contact them by phone if the school remains open to teachers. If parents email outside of teaching hours, they should not expect a response until the next working day. Parents should be aware that, in the case of single isolation, teachers will also be carrying out their normal teaching duties in addition to providing and supporting home learning, or in the case of year group isolation or school closure, will be working from home.

Should a concern or complaint be disrespectful to a member of staff, that member of staff will have the right to share it with a member of the senior leadership team.

## **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 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 in setting work – relevant curriculum teams/subject leaders or to INCO
- Issues with behaviour – SLT
- Issues with IT – Home Learning Team
- Issues with their own workload or wellbeing – SLT
- Concerns about data protection – SLT or SBM
- Concerns about safeguarding – DSL

All members of staff mentioned above will be available via phone, Teams meeting or email if face to face conversations are not possible. However, staff must be aware that they cannot share information about children via email or Teams chat, and so will need to use Egress or CPOMS to do this.

## **4. Data protection**

### **4.1 Accessing personal data**

Staff will not have immediate access to personal data if they are working away from school. However, when accessing personal data for remote learning purposes, all staff members will:

- Contact the school office if data is needed from SIMS
- Contact the Home Learning team if password or login details are needed.
- Ensure that any data is stored securely or destroyed once used.

### **4.2 Processing personal data**

Staff members may need to collect and/or share personal data such as phone numbers or email addresses 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 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);
- Storing all sensitive information on the OneDrive, which is also password protected;
- Making sure the device locks if left inactive for a period of time;
- Not sharing the device among family or friends;
- Ensuring antivirus and anti-spyware software is up to date;
- Keeping operating systems up to date – always install the latest updates;

## **5. Safeguarding**

Please see the separate school safeguarding policy.

## **6. Monitoring arrangements**

This policy will be reviewed at the end of each academic year by the Senior Leadership Team. At every review, it will be approved by the Full Governing Body.

## **7. 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
- Remote Home Learning Home-school agreement

- ICT and internet acceptable use policy
- Online safety policy