Wilkinson Primary School
Remote Learning Policy - Contents

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Wilkinson
Primary School

Remote Learning Policy

Introduction:

This policy expresses the school's procedures for remote teaching and learning. It sets out the aims, planning of the curriculum, assessment of learning and the monitoring of remote learning.

Written by:	Mr P. Cheshire
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1. Aims

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

2. Roles and responsibilities

Teachers and Teaching Assistants

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 report this using the normal absence procedure.

When providing remote learning, **teachers** are responsible for:

1. Providing a video recording and/or a live 'introduction' to the day's learning, including:
    - A greeting/message
    - where the day's work can be found
    - instructions for completing and submitting work
    - congratulating children who have submitted particularly impressive (relative) work.

2. Setting work:
    - Work will need to be provided for all the pupils in the class.
    - Work provided must be differentiated to ensure that it is at an appropriate level of challenge for all ability groups.
    - Staff will need to provide 4 daily lessons:
        - A daily maths lesson
        - A daily English session (Reading, Writing, phonics or grammar)
        - Two daily lessons from another curriculum area (e.g. Science, history…)

- As far as practical, all subjects of the primary curriculum must be provided for, this must include Religious Education and PSHE/RSE.
    - ICT should focus on PROGRAMMING and utilize Purple Mash 2Code
    - PE may be covered by directing children to particular websites/online services (e.g. PE with Joe Wicks).
    - Art and Design Technology must be planned for, though it must be recognized that parents/carers may not have access to materials – in such cases alternatives will be accepted.
- All lessons will have an introduction 'video'. This should be of the teacher as if talking 'live' in a lesson or talking over a Powerpoint, Google Slides or SMART Notebook presentation. Alternatives to this could be provided in the form of:
    - Video lessons from websites such as Oak National Academy, White Rose Maths.
    - Television programmes or webpages provided by the BBC.
- The work needs to be set by 8:30am on the day it is intended for.
- Work should be uploaded, to either:
    - The Class Blog on Purple Mash
    - Google Classroom
- Staff should co-ordinate with the other teachers, including those teaching in school, to ensure consistency across the year group. Wording for instructions on either the class blog or Google Classroom should be the same. To make sure pupils with limited access to devices can still complete the work, paper copies of all work set should be provided, dated and left at the school office for parents/carers to collect.
- Teachers will not be expected to provide work for other year groups, though they may be asked to provide work for the other class in the Year Group.

3. Providing feedback on work

- Pupil work will either be:
- Uploaded to their class blog (in a photograph or video or as a post).
- Saved in the children individual folders on Purple Mash
- Handed in on Google Classroom
- All staff have access to these locations for the children in their class
- Feedback must be given (in words – not exclusively emojis) to all pieces of work on the day it is handed in/uploaded:
- Comments should be made on posts to blogs
- The comments box should be completed on Purple Mash work
- At least a general comment (in the Private Comment box) should be made on work handed in on Google Classroom, however a mark can be set up and given (if appropriate) and particular places in a document could be highlighted and a comment left (e.g. for a spelling or grammatical error).

- As digital work can be continued and amended constantly teachers may ask for further work to be done or for a Redo (on Purple Mash, therefore it may be necessary to return to some work to check on any amendment that has been requested.

4. Continuing to support and monitor the teaching of reading
   - **TAs** should monitor Reading Planet; children's progress through their allocated books should be reviewed and new ones allocated as required.

5. Keeping in touch with pupils who aren't in school and their parents
   - During extended periods of isolation (e.g. the closure of schools due to a national lockdown) teachers will be asked to make contact with pupils and their families by telephone. This should happen after 2 weeks and then every subsequent week.
   - During a period of isolation due to a confirmed case of COVID-19 9 (or similar) teachers will not be required to make contact via telephone. Contact can be maintained using class blogs or via the Class Stream on Google Classroom.
   - Teachers may be asked to contact a child who isn't in school by telephone on other occasions if circumstances require this – this could be due to a technical problem, or to ascertain why set work isn't being completed.
   - Parents and children should not, in general circumstances, be contacting a teacher individually. Parents should only use the school's .gov e-mail address to contact the school. Parents will be made aware of this through Acceptable Use Agreements. If a parent contacts a member of staff through their individual e-mail accounts they should inform a member of the SLT who will then contact the parent(s) concerned.
   - Although parents should not contact staff directly through individual e-mail accounts, they may raise a concern or make a complaint through the blogs or the Class Stream on Google Classroom. In such circumstances, teachers should inform a member of the SLT (see above). If a child makes a complaint or raises a concern staff should inform a member of the SLT. If a child raises a safeguarding concern, or teachers suspect there are safeguarding issues they should refer to the section below.
   - If a child behaves inappropriately (e.g. posts inappropriate comments or pictures, appears inappropriately dressed or uses inappropriate gestures in a virtual lesson) normal school discipline procedures (i.e. Time Out) should be followed. The incident should reported immediately to the Digital Safeguarding Lead who may suspend the child's access to digital resources for a period of time. The duration of any suspension should be reported to both child and parents (if the issue involved working at home).

6. Attending virtual meetings/professional development opportunities/courses with staff, parents and outside agencies, and **virtual lessons with pupils**
   - Dress code:

- For virtual meetings with parents staff should dress professionally, to the same standards as would be expected in school.
- For virtual meetings with other staff within school there is no requirement to dress to the standards expected within school, however staff should consider the appropriateness of the clothing choices which but they should be daytime clothing that covers both the top and bottom half of the body.
- For virtual meetings with outside agencies staff should consider the nature of the meeting and the role and status of the other participants before deciding upon whether dressing professionally, or more casual dress is appropriate.
- Locations: avoid areas with background noise, and ensure there is nothing inappropriate in the background. Virtual backgrounds can be used but staff should consider the appropriateness of any virtual background. Staff should also ensure that, if they are attending a virtual meeting from home that all members of the household are aware that a meeting is taking place to avoid interruptions.
- For virtual lessons with pupils staff should dress professionally, to the same standards as would be expected in school.

- Virtual Lessons

In addition to the above policy on dress, location and background staff holding virtual lessons should:

- Record the lesson so that children who are unable to attend 'live' can access the learning'.
- Ensure that all the children attending know the lesson is to be recorded and remind the children to turn off their cameras
- Mute all attendees, and instruct the children that they should 'raise their hand' if they wish to speak, unmute themselves if asked to contribute and the remute themselves following their contribution.
- Be the last person to leave the virtual lesson.

Staff should be aware that 1:1 virtual meetings with children should not, under any circumstances, take place.

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 teachers teaching their subject remotely to make sure all work set is appropriate and consistent.
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other

- Investigating and evaluating the effectiveness of any digital resources that may be used for remote learning, and deploying these throughout the school. Directing teachers to such resources and organising training in the effective use of such resources.

Senior leaders
Alongside any teaching responsibilities, senior leaders are responsible for:
- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning – through monitoring the numbers of children logging in and completing set digital work, or collecting paper copies; meetings with teachers and, reviewing work set; reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Designated Safeguarding Lead
The DSL and DDSL are responsible for:
- Maintaining contacts, collating, passing on information and responding to any concerns raised whilst children are working remotely. The Safeguarding and Child Protection Policy remains in force.

IT staff
IT staff; the Computing Lead, on site technician and remote support (Concero UK Ltd); 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
- Monitoring the effectiveness of digital resources
- Providing training in the use of digital resources for staff and pupils
- Staff should be aware that they can 'raise a ticket' with Concero to arrange support from either the onsite technician (Thursdays) or for remote assistance: support@concerouk.com

Pupils and parents
Staff can expect pupils learning remotely to:
- Be contactable during the school day – although consider they may not always be in front of a device the entire time
- 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

Parents should:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it – either by e-mail to the school's .gov e-mail address or via the blogs, including the help blog on Purple Mash or via the Class Stream in Google Classroom.
- Be respectful when making any complaints or concerns known, and only use the .gov e-mail to contact school via e-mail.

For online virtual lessons parents/carers should:

- Ensure an appropriate adult is in close proximity to the child during the virtual lesson to monitor and ensure they are safe and using it appropriately.
- Make sure all members of the household are aware that the meeting is taking place and make sure they are also suitable dressed and use appropriate language and behaviour when nearby or in the background. Google Meets allows the use of a virtual background – this may be an appropriate feature to turn on.
- Ensure that screenshots, photos or recordings of virtual lessons are NOT made.
- Links to virtual lessons (Meet Codes) are not shared with others.

Pupils should:

- Take part in online lessons with the same standards of behaviour that would be expected from them in their classroom.
- Not engage in any inappropriate behaviour (e.g. make inappropriate comments, display inappropriate images or messages).
- Take part in the meet up in a suitable environment (not a bedroom) and be appropriately dressed (in day clothing that covers both the top and bottom halves of the body).
- Make sure they have 'logged off' the call correctly once a lesson is finished - before turning off any devices.
- Switch of cameras/audio if they are instructed to by the teacher (so the virtual lesson can be recorded for other users).

Governing Body

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 – talk to the relevant subject lead or SENCO
Issues with online behaviour – talk to a member of the SLT and the IT Lead
Issues with digital resources or hardware – talk to IT staff
Issues with their own workload or wellbeing – talk to their line manager
Concerns about data protection – talk to the business manager who will liaise with the data protection officer
Concerns about safeguarding – talk to the DSL/DDSL

4. Data protection

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

- Have access to CPOMS to record any parent contact or concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party.

Teachers are able to access parent contact details via SIMS using a secure password. Do not share any details with third parties and ensure SIMS is logged out of following use.
School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils, staff should not use personal devices to access pupil personal information.

Processing personal data
Staff members may need to collect and/or share personal data such as email addresses or telephone numbers 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. Staff should ensure such details are stored on a secure device with hard disc security measures in place (such as a laptop). Staff should NOT, UNDER ANY CIRCUMSTANCES store such details on a portable storage device such as a Memory Pen or an external hard drive.

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
- The school will take steps ensure that devise remain secure. This includes, but is not limited to:
- 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
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date and the latest updates are installed

5. Safeguarding

We will follow the statutory safeguarding guidance, Keeping Children Safe in Education.
We will always have regard for these important safeguarding principles:
The best interests of children must come first.
If anyone has a safeguarding concern about any child, they should act on it immediately.
A designated safeguarding lead (DSL) or deputy will be available at all times
It's essential that unsuitable people don't enter the school workforce or gain access to children
Children should continue to be protected when they are online
All staff and volunteers must continue to act on any concerns they have about a child immediately. It is still vitally important to do this, both for children at school and those at home.
Normal reporting procedures remain in place. Report to the DSl or DDSL immediately, log concerns on CPOMS
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.
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

Holding virtual lessons gives staff an opportunity to view a child and their home, staff should be vigilant for anything that would raise a concern of a safeguarding or child protection nature.
Where staff are interacting with children online, they will continue to follow our existing Acceptable Use Policy, the school's Digital Safety Policy and the arrangements detailed above.
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.
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. Monitoring arrangements

This policy will be reviewed at least annually by the Computing Lead and more often in the light of government policies regarding the Coronavirus (COVID-19) pandemic. At every review, it will be approved by the governing body.

7. Links with other policies

This policy is linked to our:
Behaviour policy
Safeguarding and Child Protection policy
Data Protection policy and privacy notices
Home-school agreement
ICT and internet
Online Safety policy and acceptable use policies