

Oak Meadow Primary School

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Remote Learning Policy

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From tiny acorns **mighty oaks** grow...



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Policy:

This Remote Learning Policy has been written as guidance for staff, parents and carers during the COVID-19 Pandemic. It sets out the systems and technology that staff will use to maintain learning for children effectively and safely, while allowing for the differing needs of families. The School's E-Safety Policy and Acceptable Use Agreements still apply at this time but this policy is an addendum in these unprecedented circumstances. For parents and carers who are unable to access the internet or who do not have enough devices at home, they are advised to speak to either Mr Lane or Mr Arnold.

A flexible Approach:

If a child is absent from school due to Covid-19, contact will be made from a school representative enquiring of the child's well-being and wellness to attend remote learning. Remote learning must only take place if the child is well enough to learn. In some instances, where children have been absent from school, they have been too unwell to learn but in other circumstances, symptoms have been mild meaning they are able to continue learning. This will be via remote learning means.

We understand that family's circumstances differ from others. Some families have one child to support while others have several. Some families have one device to share while others may have more and accessibility may be different on varying devices. School will endeavour to support families where access to technology may be an issue and loan devices will be arranged upon parent/carer request.

Some parents and carers will have time during the working day to help their children learn, while others working from home may have time implications for supporting their child. Some children will be able to work more independently than others or need greater challenge. Due to this, we are providing a flexible approach to remote learning. We will offer the same daily learning activities across the curriculum that the children would have access to if they were to be in school and parents/ carers will be sent a Microsoft Teams invitation to their preferred email address so that their child is able to attend classroom sessions replicating the normal school day. A technology loan agreement will be read and signed in the School Office for any equipment that is loaned with a stipulation that devices will be returned to school along with the child following their period of isolation.

1. Aims

This Remote Learning Policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are unable to attend school due to being COVID-19 positive;
- Set out expectations for all members of the school community with regard to remote learning;
- Provide appropriate guidelines for data protection.

2. Roles and Responsibilities

2.1 Teachers

When providing remote learning, teachers will be available between 8:55a.m. and 3:15p.m. Teachers will teach remotely in the event of pupil isolation from school and if well enough when isolating themselves from home. This provides a hybrid model whereby the teacher teaches remotely supported by a colleague in the classroom to ensure high standards of teaching and learning remain in place for both the children present and those learning remotely.

If teachers and support staff are 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 procedures to Mr Arnold (Headteacher). If their absence affects the completion of any work required to deliver the complete remote learning curriculum, then SLT will delegate this responsibility to year group colleagues to ensure that pupils have full access to teaching and learning remotely at the start of each day.

Class teachers will provide access to a daily timetable of remote learning activities for children who have been instructed not to attend school because they must self-isolate due to COVID-19. Class teachers will provide access to learning activities for children who have tested positive but are still well enough to access Microsoft Teams sessions remotely.

This learning will replicate the classroom experience for children working at school or virtually from home. The same knowledge, skills and experience will be delivered to every child. Teachers will endeavour to view and feedback on all pupils' work in a timely manner, while balancing their workload inside of school. Parents/ carers are advised to scan or photograph their child's work and return it to the designated year group email address as tasks are completed.

When providing remote learning, in the event of partial or full school closure, teachers are responsible for:

> Setting work:

- Creating a daily timetable of work for children within the year group in liaison with year group colleagues. The work for children working remotely will be the same as children who are learning face-to-face within the classroom;
- Setting differentiated work to meet the needs of all abilities, including children with Special Educational Needs;
- Paper copies can be requested from the School Office for those children who are unable to access the resources electronically at home.

> Providing feedback on work:

- We encourage parents, carers and pupils to send completed work to teachers via year group emails or share work live using the 'share tray' facility thus facilitating live teacher and peer assessment.

➤ **Keeping in touch with pupils who aren't in school and their parents and carers:**

- A Microsoft Teams invitation will be sent to the parent's/ carer's preferred email address in preparation for each day's access to learning.
- All children are strongly encouraged to access the Microsoft Teams link in order to be part of the learning. This will provide opportunities for the child to engage with their peers whilst working remotely thus preventing any gaps emerging in their learning of concepts.
- Attendance via Microsoft Teams will be monitored. If non-attendance occurs, a phone call will be initiated by the School's Home/School Liaison Officer (HSLO).
- Emails received in the year group email from parents, carers and pupils will be checked between 8:55a.m. and 3:15p.m Monday to Friday. Emails will be replied to within the school day and staff will send replies between these times. School Office staff will reply to general enquiries.
- Any issues that are received are to be dealt with professionally by Oak Meadow staff in accordance with the school's Code of Conduct Policy. If necessary, staff will liaise with the Leadership Team for advice before replying.
- All teachers will keep a record of all contact with parents/ carers and children along with any relevant actions.
- Teachers must not give out any personal details such as their private email address.
- Any complaints or concerns should be forwarded to a member of SLT who may choose to contact the parent/ carer directly.

2.2 Teaching Assistants and Support Staff

When supporting remote learning, teaching assistants must be available between 8:55a.m. and 3:15p.m. Teaching assistants will provide teaching support if they are well enough when isolating themselves at home. This provides a hybrid model whereby teaching assistants work remotely in providing support to individual or groups of children. This will take place within group rooms in year groups to ensure high standards of pupil support and interventions remain in place for both the children present and those learning remotely.

If they are unable to work for any reason during this time, they should report this using the normal absence procedures (reporting to the Head teacher by 7:30a.m. in order that year group colleagues can distribute work accordingly for the day).

When supporting remote learning, teaching assistants and support staff are responsible for:

➤ Supporting pupils with learning remotely;

- As requested by class teachers, to prioritise and support SEND children;
- To support the marking of pupils' work and give feedback;
- To answer general enquiries from parents and carers as directed by the class teacher;
- To attend virtual meetings with class teachers and senior leaders via Microsoft Teams.

2.3 Subject Leaders

Subject Leaders will be available from 8:55a.m. to 3:15p.m. to advise on planning and/or enquiries from parents and carers during the school day.

Alongside their teaching responsibilities, Subject Leaders are responsible for:

- Monitoring teachers' planning in their subject for both children in the classroom and those working virtually (in accordance with their monitoring timetable) and providing support or feedback electronically via email;

- Working with teachers to make sure all work set for their area of curriculum responsibility is appropriate and consistent;
- Alerting teachers to any resources that they can use to support their teaching remotely.

2.4 Senior Leaders

Alongside teaching responsibilities, Senior Leaders are responsible for:

- Coordinating the remote learning approach when required across the school;
- Monitoring the effectiveness of remote learning – reviewing work set by teachers;
- Monitoring email correspondence between parents/ carers and teachers and responding to any concerns and complaints as appropriate via email or telephone call;
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations;
- Supporting families who require assistance to access remote learning such as providing access to devices through laptop loan schemes;
- Ensuring that there are sufficient resources in school for children who are in attendance and to provide resources for children working remotely if required.

2.5 Designated Safeguarding Leaders

The Designated Safeguarding Leaders are responsible for:

- Maintaining contact with children deemed vulnerable who are subject to a Child in Need or Child Protection Plan and children for whom the school has any other safeguarding concerns;
- Collating, passing on and reporting concerns to Wolverhampton Safeguarding Together as deemed necessary;
- Making teachers, parents/carers aware of the practical support available for reporting harmful or upsetting content as well as bullying and online abuse to the following sites: harmful or upsetting content - UK Safer Internet Centre - and Bullying or Abuse online - the National Crime Agency's Child Exploitation and Online Protection Command.

2.6 IT Staff

IT staff (employed by eServices/ Concerro) will assist staff with:

- Resolving any technical issues that staff, parents/carers and children may be experiencing;
- Reviewing the security of remote learning systems and flagging any data protection breaches to the Data Protection Officer;
- Assisting pupils and parents/carers with accessing the internet or devices;
- Preparing devices for parents/carers to loan from school for households that request them.

2.7 Pupils and Parents/ Carers

Staff can expect pupils' learning remotely to:

- Be contactable during normal lesson periods – although they may not always be in front of a device the entire time;
- Following the agreed code of conduct for remote learning set out by the child's classteacher;
- Complete work to the deadline set by teachers;
- Seek help if they need it, from teachers or teaching assistants;
- Alert teachers if they are not able to complete work for any reason.

Staff can expect parents and carers with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work by contacting the School Office by phone or email;
- Seek help from the year group teachers if needed;
- Be respectful when communicating with staff;
- Spend time speaking with their child about online safety and reminding them of the importance of reporting to an adult anything that makes them feel uncomfortable online;
- Set age-appropriate parental controls on their digital devices and use internet filters to block malicious websites through their home internet provider. Online safety concerns should be reported to the school's Designated Safeguarding Lead, Mr.S Arnold;
- Support their child's mental wellbeing by including time for education, playing and relaxing to reduce stress and anxiety.

2.7 Governing Board

The Governing Board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains high quality;
- Ensuring that remote learning systems are appropriately secure, for both data protection and safeguarding reasons;
- Ensuring support for the school's SLT and take into consideration staff's emotional health and wellbeing when establishing remote learning protocols and procedures.

3. Who to Contact

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

- Issues in setting work – talk to the relevant subject lead/SEND/CO/Phase Leader/DHT;
- Issues with behaviour – talk to the relevant Phase Leader/SEND/CO/SLT;
- Issues with IT – submit tickets to either eServices or Concerro who will work remotely to resolve the issue. The Computing Leader (Mr.P.Lane) will request further support if needed;
- Issues with workload or wellbeing – talk to Mental Health Leaders (Mrs B. Holmes/Miss A. Parker/Mr. S. Arnold);
- Concerns about data protection – talk to the Data Protection Officer (Mr.S Arnold/ Miss B. Mills);
- Concerns about safeguarding – talk to the DSL (Mr S.Arnold) or in his absence the DDSL (Miss A Parker/ Mr P.Lane).

4. Data Protection

4.1 Accessing Personal Data

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

- Access data securely help on the CloudW platform;
- Access parent/ carer contact details via SIMS when in school using their own secure password. No details will be shared with any third parties;

- The Business Manager, Miss B. Mills, will have the ability to locate personal details of families outside of school when required through securely accessing SIMS. These permissions will not be shared with other members of staff;
- School laptops and devices will only be used when communicating work to pupils in line with our Acceptable Use Agreement. Each device is secured with a Bitlocker code;
- Use the agreed parent and carer emails only when for the sending and receiving of remote learning resources.

4.2 Processing Personal Data

Staff members will only share their year group staff email as part of the remote learning system. Staff will refrain from using their personal staff email address.

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:

- Only using the device for work purposes in accordance with the school's Acceptable Use Agreement;
- 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);
- 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 allowing the device to be used by family or friends;
- Keeping operating systems up to date and installing the latest updates.

5. Safeguarding

All practice is governed by Keeping Children Safe in Education 2021 and the School's Safeguarding Policy (available on the school website).

6. Monitoring Arrangements

This policy will be reviewed as and when updates to remote learning are provided by the Government. At every review, it will be approved by the Headteacher and Chair of Governors.

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 Acceptable Use Policy; and
- › eSafety Policy.