Vernon Primary School

Remote Learning Policy

'Nobody Else is Quite Like Me'

Contents

1. Aims
2. Roles and responsibilities
3. Who to contact
4. Data protection
5. Safeguarding
6. Monitoring arrangements
7. Links with other policies

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

2.1 Teachers

When providing remote learning, teachers must be available between the hours of the school day which currently range from 8:45am to 3:10pm. If they 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 procedure. Where they are unable to set work for their class, their year group partner should take responsibility for this. Should both teachers within a year group become unwell and unable to work, SLT will ensure that the children's work continues to be set.

When providing remote learning, teachers are responsible for:

- Providing an English, Reading, Maths and Foundation subject activity each day via Google Classroom. In Key Stage One there should also be a phonics activity available.
- Work should be set and available from 4pm the day before it is expected to be completed. If a bubble or class closes at short notice (ie during an evening), work is expected to be uploaded by 10am the following working day.
- Delivering at least two live sessions each week.
- At the end of a live session, the teacher must ensure that all children have left the meeting before they close it. There is the facility to force children out of a live session if they will not leave themselves.
- Recording a session on days when there are no live sessions.
- Sessions should be delivered and recorded in a quiet area of the home with as clear a background as possible.
- Giving feedback for any work that is submitted by a child on Google Classroom or by email. This should be a brief comment addressed to the child.
- Responding to emails from parents/carers within 48 hours of receiving them Monday to Friday. Emails should be replied to within working hours.
- Any safeguarding concerns should be recorded using CPOMs, as they would be within the school setting.
- Any points regarding pupil progress raised by parents/carers, should be discussed by the teacher and can involve a member of SLT if appropriate.

2.2 Teaching assistants
When assisting with remote learning, teaching assistants must be available between their normal contracted working hours. These will vary according to their terms of employment.
If they 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 procedure.
When assisting with remote learning, teaching assistants are responsible for:

- Carrying out directed tasks from teachers that they would normally work with.
- Planning activities for any children that they work with on a 1:1 basis. This may include planning a practical activity or even a recorded session.
- Where recordings are undertaken, it should be in a quiet area of their home with as clear a background as possible.
- Undertaking further training to support their professional development in school.

2.3 Senior leaders
Alongside any teaching responsibilities, senior leaders are responsible for:

- Monitoring the remote learning delivered by the teaching staff.
- Having an understanding of how the Google Classroom system works and ensuring that staff are confident in their delivery of sessions and class work through this.
- Being available, during working hours, to support staff in their delivery of remote learning and dealing with any issues that may arise.
- In the event of a school closure due to lockdown, senior leaders will speak with their teams at least once a week to ensure that there are no issues and to check on staff welfare.

2.4 Designated safeguarding lead
Please refer to the Safeguarding and Child Protection Policy with regard to the DSL's responsibilities and role. The responsibilities remain the same whether learning from school or remotely.

2.5 Pupils and Parents/Carers
Staff can expect **pupils** learning remotely to (where family working situations allow):

- Attend live sessions.
- Complete at least two of the set activities each day.
- Submit their completed work through Google Classroom.
- Follow the Remote Learning Guidelines *(see Appendix)*

Staff can expect **Parents/Carers** with children learning remotely to (where family working situations allow):

- Support their child with accessing their learning via Google Classroom.
- Support their child with learning tasks.
- Ensure their child behaves appropriately during a live session and leaves the session when they are instructed to do so.
- Follow the Remote Learning Guidelines *(see Appendix)* and encourage their child to follow these guidelines.

Please note that whilst parent feedback related to pupil progress is accepted, communication with parents/carers outlines that critiquing of sessions, either live or recorded, will not be accepted by staff.
If you would like to discuss the school's provision of remote learning, please contact the school to arrange a telephone call with a member of SLT.

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.

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 SENDCO
- Issues with behaviour – talk to the relevant Key Stage Lead
- Issues with IT – contact Computeam
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the SLT
- Concerns about safeguarding – talk to the DSL

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes:

- All staff have access to CPOMS to record any parent contact or concerns about children; this is accessed via a secure password. Staff must ensure they log out after use and not allow access to the site to any third party.
- Any data held should be on an encrypted USB drive in line with GDPR.
- Pupil contact details are held within the school building.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses or phone numbers as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals will not 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

Staff will be using their own devices at home for the purposes of home learning. No personal data is to be kept on personal devices. Data relating to school should be stored on an encrypted USB drive and kept in a safe place.

5. Safeguarding

Please refer to the school's Safeguarding and Child Protection Policy.

6. Monitoring arrangements

This policy will be reviewed termly or before if there is new Government legislation related to remote learning. 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
- Safeguarding and Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy

Policy Date: October 2020
Review Date: January 2021
Ratified by Governors: (Pending approval)

Appendix

Remote Learning Guidelines

(Communicated to Parents/Carers)

In using Google Classroom, we have adopted the following guidelines to ensure that these sessions run as smoothly as possible:

- School rules apply to all school-related activities, including those that take place online.
- A parent/carer must be on hand during the sessions (you do not need to be present for the actual session, but it would be appreciated if you are within earshot so that you can help with any technical difficulties or other queries that may arise).
- Children should access the sessions in a communal living area (not in bedrooms).
- Children should be appropriately dressed for the session - uniform is not necessary but children should be fully dressed in an appropriate outfit.
- Children will be asked to mute their microphones unless instructed otherwise. This will ensure that every participant can hear the teacher.
- Children should not under any circumstances capture or use video or imaging of Vernon staff.
- Staff will record sessions for safeguarding purposes, which will be stored in line with GDPR guidelines.
- If a member of staff has any safeguarding concerns, they will report these to the school's Designated Safeguarding Lead/Deputy Designated Lead.
- If you have any safeguarding concerns regarding an incident during a session, you should discuss these with the member of staff. If it not appropriate to do so, please contact Mrs Carvell, Mrs Walmsley or Mrs Kiely.
- At the end of any live session, children must end their session when instructed and the teacher will only exit when all children have left the session.
- Staff will invite questions if and when appropriate so that no interruptions occur during any live session.