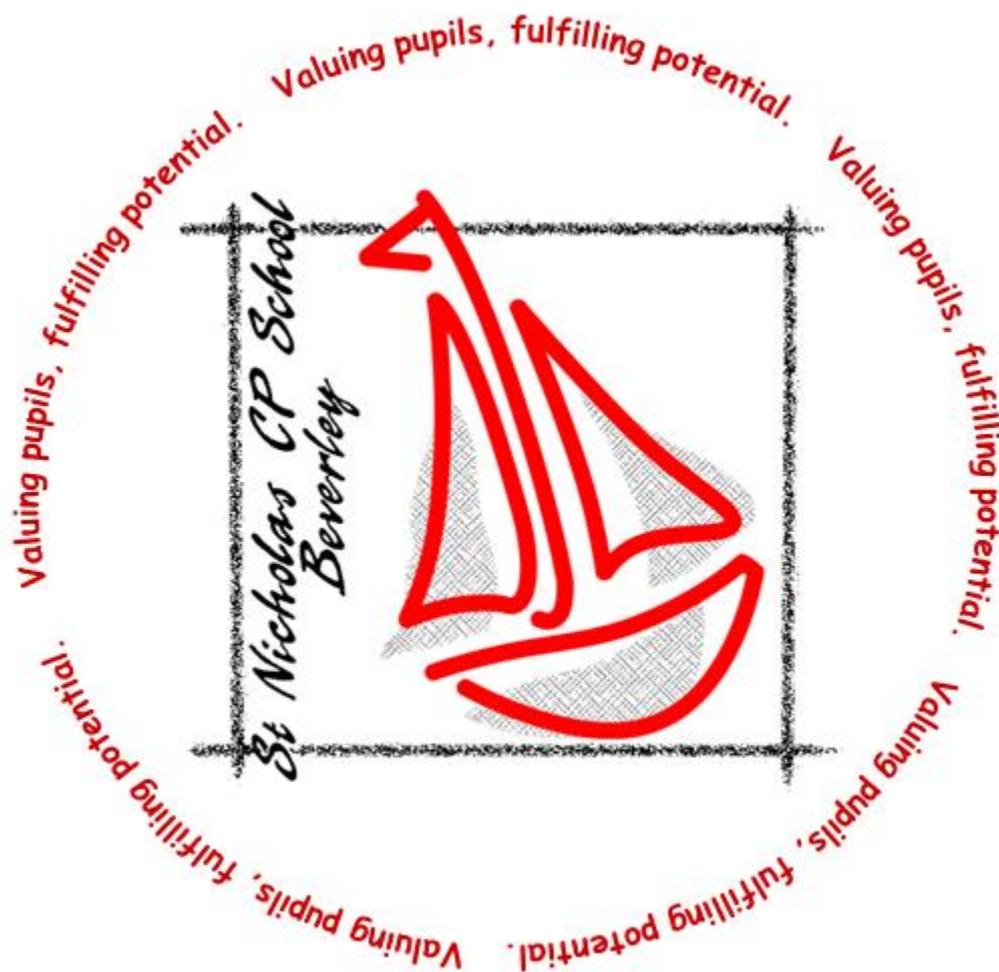


Remote Learning Plan

Beverley St Nicholas Primary School



February 2021

Approved by:	Ms T. Turton	Date: 28th September 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 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 8.45am and 3.30pm. In the event of teaching staff having to self-isolate, they are permitted to take a school laptop off-site providing they have completed an IT Equipment Loan Agreement (see A. Hince – School Business Manager)

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 between 8.45am and 3.30pm using the normal absence procedure. If it affects the completion of any work required, ensure that arrangements have been made with ‘bubble’ partners or the SLT to ensure work is completed.

We have created a 3-tier system for responding to different Covid 19 -related scenarios which can be found below.

When providing remote learning, teachers are responsible for:

Tier 1 – A child (and siblings) is absent from school for Covid 19 -related reasons

- Setting work for a small number of pupils (i.e. siblings). in the event of self-isolation due to a positive test or displaying symptoms. This can be work that is being done in school (i.e. sheets and PowerPoints), or from Oak National Academy if it links to what children in school are learning. Feedback will be provided by the class teacher at the earliest opportunity. If a child is completing ‘physical’ work (sheets etc), then feedback will not be provided until the child returns to school.

- Setting age and stage appropriate work, ensuring a broad and balanced curriculum. This must include daily mathematics and English lessons. There should also be one other topic lesson offered daily (e.g. science, music, history).

Tier 2 – A class or ‘bubble’ has to close due to Covid 19-related reasons

- Setting work for many pupils in the event of partial or whole school closure. As well as PowerPoints/worksheets that we may create to support learning, staff are also encouraged to use resources available on the Oak National Academy website. A ‘welcome’ video should be recorded by the class teacher for the start of each school day so that children continue to see our faces regularly. Wherever possible, work set should contain clear instructions for the child on how to complete with limited adult support. Teachers should also record video/audio of themselves reading a story and upload this on to their Google Classroom (a minimum of twice a week). A ‘screen-free’ lesson should be planned once a week.
- Ensuring that children have daily lessons available to them. Work should be uploaded to Google Classroom before 9.00am so that it is ready for children to complete that day. When a bubble is closed, teachers from the class/bubble should be available to respond to any comments posted on Google Classroom throughout the day and should aim to respond to any comments in as timely a fashion as possible (preferably within the hour).
- Providing printed resources for pupils who do not have suitable online access. In the event of teaching staff needing to self-isolate, work should be emailed to the school office as soon as possible. If a member of staff is unable to do this due to illness or caring responsibilities, they should aim to liaise with their ‘bubble’ staff to ensure pupils are provided with work.
- Recognising that younger pupils and some pupils with SEND may not be able to access remote education without adult support. Teachers should work closely with SENDCo and Inclusion Assistant Headteacher to provide appropriate learning for these children. They should also look at the SEND resources from Oak National Academy which are available on the staff shared area.

Tier 3 – Local/national/ lockdown causing partial or whole-school closure

- See above for expectations of work being set.
- Bubble staff to liaise closely in case of class teacher being absent due to illness or childcare issues. Other bubble teachers will upload work and provide necessary feedback on class teacher’s behalf.
- If all teaching staff within a bubble are unable to work due to illness or childcare issues, the SLT will set work and provide feedback for the relevant bubble using Google Classroom.

➤ Responding as appropriate to parents/children:

- Everyday contact via email with parents is not expected. However, a response within 2 working days is appropriate when responding to an email (using your school email address). Alternatively, a phone call can be made, if more appropriate, when the teacher is in school if possible.

- Teachers and support staff should never use a personal device that shares their personal contact details (e.g. phone number or private email address).
- Children/Parents who send their work and/or photographs/videos should receive an acknowledgement and feedback from the class teacher or other school staff within 24 hours of the due date (usual working hours apply)
- Teachers will respond to parents via email if there is a concern or query. If there is a query or concern that a teacher feels unable to respond to, they should consult the member of SLT who supports each phase (L. Priday – KS1, V. Hart – LKS2, J. Horsley – UKS2)

➤ **Providing feedback on work:**

- Pupils can send any completed work to teachers via Google Classroom. This can either be a photograph or completed electronically and attached using Google software (sheets, docs etc)
- Teachers should aim to provide feedback on completed work within 24 hours from it being completed by the pupil or before the next day's learning is set (completed on Friday, feedback by Monday morning)
- Teachers should award children with Dojos for all completed work. Teachers should draw attention to successes in their feedback to the child.

➤ **Keeping in touch with pupils who are not in school and their parents:**

- Teachers should respond to any parental enquiries as soon as possible (within school hours) via their school email address or telephone. If advice from the SLT is needed, please notify the parent that you are dealing with their enquiry and you will be in touch as soon as possible.
- Teachers (with the aid of teaching assistants) should contact 'low-engagement' remote-working pupils on a fortnightly basis. A brief description of the conversation and the date/time it took place should be recorded on CPOMS.
- Children identified as having higher need will be contacted weekly by a member of the SLT (if the child is working remotely). Phone calls from home or personal mobile should not be made due to GDPR restrictions.
- Contact with parents/carers should always be polite, positive and encouraging. Teachers must not give out any personal details or other confidential information. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly, as well as recording any concerns on CPOMS.
- Teachers should record all communications with parents on CPOMS and add any relevant actions. Example CPOMS comment, 'Telephoned Mum and offered support with home learning. I spoke with child who is getting on well. No concerns.'
- If there are any safeguarding concerns, contact DSL (Terri Turton) or ADSL (Andrea Hince) and report as soon as possible. Concerns should also be logged electronically using CPOMS.

- If a child has not been active on Google Classroom for 3 consecutive days, the class teacher should inform a member of SLT who will contact the child's parent/carer in order to ensure that any support needed can be provided as soon as possible.

➤ **Attending virtual meetings with staff, parents and pupils:**

- Live lessons are not an expectation of staff. Teachers may choose to arrange virtual meetings via Google Meet with their class. A weekly bubble 'Time to Shine' Google Meet will be held weekly on a day to be determined by bubble staff (during normal school hours).
- Staff meetings will continue to be on Wednesdays from 3.45pm – 4.45pm. All teaching staff are expected to attend via Google Meets/Microsoft Teams if they are usually in school on Wednesdays and are not absent due to illness/caring responsibilities.
- Dress code for any virtual staff meetings will be smart casual.
- Locations for virtual staff meetings should be appropriate ((e.g. avoid areas with background noise, nothing inappropriate in the background)

2.2 Teaching assistants

Teaching assistants should be available during their normal working hours on the days they are normally required in school. 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.

➤ **Teaching assistants should (depending on closure situation):**

- (HLTAs) provide the class teacher with work to upload onto Google Classroom or can upload the work themselves. This should be for the subjects that they usually teach during PPA/management time. They should also provide feedback on work via GC.
- Provide feedback to pupils on Google Classroom where appropriate and as directed by their class teacher.
- Support the class teacher in contacting 'low-engagement' children via telephone on a fortnightly basis.
- Undertake remote and/or online CPD training;
- Work in school for specific tasks as required by the Headteacher (if the HLTA/TA is not isolating);
- Attend virtual meetings with colleagues.

2.3 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.
- Alerting teachers to resources they can use to teach their subject remotely.

2.4 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 regular virtual meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Making courtesy calls to all families in school on a monthly basis to offer support where necessary.

2.5 Designated safeguarding lead

The DSL/ADSL is responsible for:

- Providing advice and support and information to staff as appropriate.
- Liaising with the LA and other agencies including the involvement in Early Help Assessments and plans.
- Obtaining, maintaining and transferring CP records for individual pupils and liaising with previous and receiving schools.
- Ensuring the preparation of appropriate reports for and attendance at Case Conferences, Core Groups and other multi agency meetings
- Arranging appropriate induction and continuing training for all staff.
- Liaising with the Designated Child Protection/Safeguarding Governor
- Encouraging a culture in staff of listening to pupils and taking account of their wishes and feelings and supporting measures and plans put in place to support or protect them.
- Ensuring that any educational or safeguarding assessments of children consider the wider contextual environmental factors present in the child's life outside the school or family

2.6 IT staff

IT staff are responsible for:

- Fixing issues with systems (such as Google Classroom).
- Helping staff and parents with any technical issues they are 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.

2.7 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 are not able to complete work.

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise cannot complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

2.8 Governing body

The governing body 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 SENDCO
- Issues with behaviour – contact J. Horsley (Assistant Headteacher - T and L) – jhorsley@beverleystnicholasprimary.org.uk
- Issues with IT – talk to IT staff (Contact R. Farrar – rfarrar@beverleystnicholasprimary.org.uk)
- Issues with their own workload or wellbeing – contact SLT
- Concerns about data protection – talk to the data protection officer (E. Clappison – eclappison@beverleystnicholasprimary.org.uk)

- Concerns about safeguarding – talk to the DSL (T. Turton – tturton@beverleystnicholasprimary.org.uk) or ADSL (A. Hince – ahince@beverleystnicholasprimary.org.uk)

4. Data protection

4.1 Accessing personal data

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

- Only contact parents and children by email in the first instance.
- When contacting families on the phone (during bubble closure or other enforced closure), teachers should do this in school whenever possible. This is to ensure that data remains secure on site and is not compromised.

4.2 Processing personal data

Staff members may need to collect and/or share personal data (such as email addresses, phone numbers) as part of the remote learning system. If 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

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)
- 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 sharing the device among family or friends
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

5. Safeguarding

A child protection Coronavirus addendum has been created to work alongside our existing safeguarding policy. Staff have been provided a copy of this and it has also been placed on the shared area on the school IT server.

6. Monitoring arrangements

This policy will be reviewed half-termly or alternatively, as the severity of a closure becomes evident. At every review, it will be approved by Terri Turton (Headteacher)

It will be the responsibility of SLT to ensure that class teachers are offering the most broad and balanced curriculum possible.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy (including Covid - 19 addendum)
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy