



**BRADGATE**  
Education Partnership

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**Swallowdale  
Primary School**

# Remote learning policy

Approved by:		Date:
Last reviewed on:	Oct 2020	
Next review due by:	Sept 2022	

# 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: Full Bubble Closure

### 2.1 Teachers:

When providing remote learning, teachers must be available between 8.30 and 3.30pm. If 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 procedure.

When providing remote learning for a whole bubble closure, teachers are responsible for:

- › Setting work:
  - For their own class/groups and any classes requested by the Headteacher.
  - The teacher will provide at least 3 lessons each day, typically with pre-recorded videos or live guidance. The teacher will also provide daily feedback to pupils through Seesaw.
  - The work will be ready at 9am each day to access from Seesaw; teachers will ensure that there are instructions in place for the children to access the learning and activity appropriately.
  - Work will be uploaded daily onto the Seesaw platform.
  - Class teachers will provide a paper based version of the online learning that can be collected or delivered to pupils that have limited access to devices/printers or at the parents' request. A copy of these requests received to school will be shared securely with class teachers through SharePoint.
- › Providing feedback on work:
  - Work will be returned via SeeSaw.
  - Teachers and teaching assistants will respond to home learning providing feedback through either written comments, video or audio clips.
  - Feedback can happen throughout the school day. No feedback will be given past 4.30pm.
  - If a teacher feels a child would benefit from very specific feedback including questioning, then the teacher/ teaching assistant may phone the child for contact.
- › Keeping in touch with pupils who are not in school and their parents:
  - A daily register to be completed by the child will be loaded to Seesaw for those who are well enough to learn. If a child has not returned the register by 9.15am, teacher will log onto CPOMs to notify the office team who will then proceed with the normal absence reporting procedures.
  - Staff will make regular contact through Seesaw, telephone calls and emails. If a pupil is not accessing the virtual platforms the teacher or TA will make a telephone call.
  - All telephone calls will be logged onto CPOMs under the category 'School closure update'.
  - Any safeguarding concerns must be logged on CPOMs. If an adult is concerned that a child is in immediate danger then they must contact the DSL/DDSL by telephone immediately.
  - If a child fails to complete any of the work set for the day then the teacher must call the family to offer support and find a solution so that the child can complete the work. If a teacher/teaching assistant notices a pattern of not completing certain elements of the work over a period, then the adult should also call home to offer support.

- Parents can use the year group email address to contact teachers. Although teachers are not expected to answer emails after 4pm.
- Attending virtual meetings with staff, parents and pupils:
  - Professional attire should always be worn in line with the school code of conduct – see staff handbook.
  - Ensure the background is appropriate and neutral using the option available on Teams.

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.30am and 3.30pm or in line with their contracts if different to these times.

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:

- Supporting pupils who are not in school with learning remotely:
  - Class teachers and/or the SENDCo will direct TAs regarding preparing work for specific pupils and groups.
  - Class teachers and/or the SENDCo will direct TAs regarding feedback work for specific pupils.
  - TAs could attend any face to face meetings arranged as the second adult.
- Attending virtual meetings with teachers, parents and pupils:
  - Professional attire should always be worn in line with the school code of conduct – see staff handbook.
  - Ensure the background is appropriate and neutral.

## 2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Offering support and advice to other teachers planning their subject should the teacher ask them or Senior Leadership direct the support.
- Where directed by Senior Leaders and only when directed by Senior Leaders, monitor the remote work set by teachers in their subject.
- 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.
- Maintaining an oversight of the curriculum coverage and aligning this to the school's Reconnecting Curriculum as well as the National Curriculum.
- Monitoring the effectiveness of remote learning – through regular 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.

## **2.5 Designated safeguarding lead**

- See safeguarding policy and COVID 19 Addendum

## **2.6 IT staff – via Network Manager or Primary World**

IT staff are responsible for:

- › Fixing issues with systems used to set and collect work.
- › 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 Office staff**

Office Staff are responsible for:

- › Responding to all alerts on CPOMs showing a child has not registered for the morning in the usual absence procedure routine.
- › Recording all replies to SIMs and CPOMs to ensure all members of staff are fully alerted.
- › Supporting the preparation and delivery of Home Learning Packs.

## **2.8 Pupils and parents**

Staff can expect pupils learning remotely to:

- › Be contactable during the school day when they are well – although consider they may not always be in front of a device the entire time or have individual access to IT if sharing devices within a household.
- › 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 ill or have any other problems which mean they are unable to complete their learning.
- › Seek help from the school if they need it.
- › Be respectful with all forms of communication.

## **2.9 BEP**

The Trust 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. Roles and responsibilities: Partial Bubble

If a child, family or group of children are isolating the following expectations will be in place for teachers and teaching assistants.

#### 3.1 Teachers:

➤ Setting work:

- For their own class/groups and any classes requested by the Headteacher.
- The teacher will provide at least 3 lessons each day, typically with pre-recorded videos or live guidance. The teacher will also provide daily feedback to pupils through Seesaw.
- The work will be ready at 9am each day to access from Seesaw; teachers will ensure that there are instructions in place for the children to access the learning and activity appropriately.
- Work will be uploaded daily onto the Seesaw platform.
- Class teachers will provide a paper based version of the online learning that can be collected or delivered to pupil that have limited access to devices/printers or at the parents request. A copy of these requests received to school will be shared securely with class teachers through SharePoint.

➤ Providing feedback on work:

- Work will be returned via SeeSaw.
- Teachers and teaching assistants will respond to home learning providing feedback when possible around the teaching commitments on site.
- Feedback can happen throughout the school day. No feedback will be given past 4.30pm.
- If a teacher feels a child would benefit from very specific feedback including questioning, then the teacher/ teaching assistant may phone the child for contact.

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

- Daily a register to be completed by the child will be loaded to Seesaw for those who are well enough to learn.
- Staff will make regular contact through Seesaw, telephone calls and emails. If a pupil is not accessing the virtual platforms the teacher or TA will make a telephone call.
- All telephone calls will be logged onto CPOMs under the category 'School closure update'.
- Any complaints should be shared with the head teacher via telephone call or DHT in absence.
- Any safeguarding concerns must be logged on CPOMs. If an adult is concerned that a child is in immediate danger then they must contact the DSL/DDSL by telephone immediately.
- If a teacher/teaching assistant notices a pattern of not completing certain elements of the work over a shorter period, then the adult should also call home to offer support.
- Parents can use the year group email address to contact teachers. Although teachers are not expected to answer emails after 4pm.

#### 3.2 Teaching assistants

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

➤ Supporting pupils who are not in school with learning remotely:

- Class teachers and/or the SENDCo will direct TAs regarding preparing work for specific pupils and groups.
- Class teachers and/or the SENDCo will direct TAs regarding feedback work for specific pupils.

## **4. Who to contact**

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

- › Issues in setting work – advice from subject leaders or talk to the Deputy Headteachers or Headteacher.
- › Issues with behaviour – talk to the class teacher or SENDCo.
- › Issues with IT – talk to Network Manager or Primary World.
- › Issues with their own workload or wellbeing – talk to Headteacher or Deputy Headteachers.
- › Concerns about data protection – talk to the data protection officer.
- › Concerns about safeguarding – talk to the DSL/DDSL.

## **5. Data protection**

### **5.1 Accessing personal data**

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

- › Access personal data via CPOMs and secure login to Microsoft teams.
- › Use devices provided by the school.

### **5.2 Processing personal data**

Staff members may need to collect and/or share personal data such as email addresses 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. Please contact the Headteacher or DPO if unsure.

### **5.3 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.

## **6. Safeguarding**

See latest KCSIE 2020 and Trust safeguarding policy with COVID addendum on the school website.

## **7. Monitoring arrangements**

This policy will be reviewed every 2 years or sooner if the landscape changes by the Headteacher. It will be approved by Trust Board.

## **8. Links with other policies**

This policy is linked to our:

- Behaviour policy
- Safeguarding policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy
- Virtual face to face (Zoom/teams) Risk assessment