



WEST PARK PRIMARY SCHOOL REMOTE LEARNING POLICY

1. Aims

This remote learning policy for staff 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

2.1 Teachers

When providing remote learning, teachers must be available between 9am and 3pm. 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. They should ring the headteacher, Mrs Kabil by 7:30am on the morning of their absence. When providing remote learning, teachers are responsible for: Setting work in the event that their whole class are self-isolating and the teacher is teaching remotely from home:

- Teachers will set work for their whole class via seesaw
- Pupils will receive daily maths and English activities plus one other subject per day, so that over the week a range of foundation subjects have been covered.
- Teachers of children in years 1- 6 will also set weekly activities on MyMaths.co.uk
- The work will be uploaded by 9am.
- Two live lessons a day will be conducted on MS Teams.

In the event that individual children are self isolating but the rest of the class remains in school:

- The teacher will upload daily activities onto seesaw.
- The daily activities may be the slides used in class that day; or resources from Oak Academy or BBC learning.

- The activities will be uploaded by 9am, from the second day of isolation. These activities will reflect the learning from the day before, or work that is appropriate to that phase in the learning sequence.

Providing feedback on work

- Pupils will upload completed work to seesaw
- Teachers will provide feedback on work via the comments facility on seesaw.
- If pupils complete work on the day it is set, teachers will endeavour to feedback within 24 hours. If pupils do not complete the work on the day set, teachers will aim to feedback within a week. Keeping in touch with pupils who aren't in school and their parents
- Teachers should keep a record of pupils who are completing work each day and should feed this back to the headteacher and Deputy head/SENco.
- Parents may communicate with parents via Seesaw or via the 'class inbox'. Teachers will aim to reply to emails between 9am and 3pm, within 24 hours of receiving the email.
- If a parent has a specific concern or complaint, these need to be shared with the headteacher/Deputy head and SENDco as appropriate.
- If pupils are not engaging with online learning or not completing work, this should be recorded and discussed with SLT.

Attending virtual meetings with staff, parents and pupils

- Dress code: staff should wear suitable clothing, as they would when working in a school environment.
- Locations: the background scene must be appropriate. Other members of the household should not be visible or audible. Conducting 'live' lessons in the event of the whole class isolating.
- Teachers will provide at least one lesson per day on MS Teams. The lesson will be timetabled and parents will be informed of the time and sent the link over email.
- There will always be an additional adult present at the start of any MS Teams meetings.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9am and 3pm, or their usual working hours. 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. They should ring the headteacher, Mrs Kabilby 8:00am on the morning of their absence.

When assisting with remote learning, teaching assistants are responsible for:
Supporting pupils who aren't in school with learning remotely:

In the event of the whole class self-isolating:

- The support assistant will discuss with the teacher which children it is appropriate for them to support and how. This may include setting tasks for the pupils identified on SeeSaw. Attending virtual meetings with teachers, parents and pupils:
- This may include supporting teachers in 'live' lessons.
- Dress code: staff should wear suitable clothing, as they would when working in a school environment.
- Locations: the background scene must be appropriate. Other members of the household should not be visible or audible.

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 and provides good medium term coverage.
- 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.
- Mrs Andrews will lead on remote learning strategic overview and support.
- Monitoring the effectiveness of remote learning.
- Senior leaders will have regular conversations with teaching staff.
- Senior leaders all have administrative access to seesaw.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 SENDco

The SENDco is responsible for:

- Co-ordinating the provision for pupils with EHCP across the school.
- Being a point of contact for parents of pupils with SEND.

2.6 Designated Safeguarding Lead (DSL) & Deputy Designated Safeguarding Leads (DDSL)

The DSL/DDSL are responsible for:

- Implementing school safeguarding procedures, as detailed in the school safeguarding policy.
- Recording and monitoring concerns.
- Contacting parents as necessary.

2.7 IT staff

IT staff (Luke Brown/Chris Watabiki) 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

2.8 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

Staff can expect parents with children learning remotely to:

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

2.9 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
- 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, or issues with using seesaw please contact Mrs Andrews
- Issues with behaviour – speak to Ms Smith (Pastoral Lead) and Mrs Andrews
- Concerns about data protection – talk to the data protection officer (Mrs Kabil)
- Concerns about safeguarding – talk to the DSL (Mrs Kabil) and DDSL (Mrs Andrews)

4. Data protection

4.1 Accessing personal data

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

- Only contact pupils directly through Seesaw or via their parents with their parents' email address.
- Staff will only use their work email address when emailing families, and not a personal address.
- If staff are asked to phone parents/children, and are using a personal phone (e.g. if they are self isolating) they should use 141 or turn off caller ID before dialling the number and not keep a record of the number following the phone call.

4.2 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 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. Where possible, West Park Primary endeavour for this to be done centrally and not by individual teaching staff.

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

Staff should always follow the procedures as set out in the school safeguarding policy. Staff should always share any concerns with a designated safeguarding lead.

6. Monitoring arrangements

This policy will be reviewed annually by the headteacher. At every review, it will be approved by the chair of governors.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Coronavirus addendum
- Data protection policy and privacy notices
- Home-school agreement ICT
- Internet acceptable use