

Bilton Community Federation



Remote Learning Policy

Date	Review Date	Responsible person
19.10.20	Autumn 2021	Headteacher
04.02.21	Spring 2022	Headteacher

Headteacher		Date:	04.02.21
Staff lead		Date:	04.02.21

Table of review and modifications

Date reviewed	Pages	Summary of Change	Reviewed by
15/10/2020		Policy Creation	AN DW SH
11/1/21		Changes made in light of new government guidance	AN

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

- Reflect the school's commitment to the UN conventions of the rights of the child (particularly articles 28/29/31)

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between the allocated times for their 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 standard absence procedure. If this affects the completion of any work, ensure that arrangements have been made with year group colleagues or SLT to ensure work is completed.

When providing remote learning, teachers are responsible for:

- Setting work
 - liaise with year group team to set work for their year group. Work set must include a range of subjects from across the curriculum to tie in with current themes and topics taught in class.
 - Set the agreed number of lessons per day, using the agreed format and distributed in the agreed way.
 - Provide a pack of paper-based key skills and lessons to be sent fortnightly to pupils who have no technology to access home learning.

- Providing feedback on work
 - pupils should submit work in the agreed way. Teachers will provide feedback to groups of and individual children on the work submitted as per the arrangements section

- Keeping in touch with pupils & families who are not in school (due to isolation)
 - As a minimum, emails from parents received to the school office are passed to relevant teachers.
 - These emails should be acknowledged within 48 hours and responded to within 5 days, during working hours Mon – Friday. Teachers are not expected to answer emails at weekends or evenings.
 - Any issues received are to be dealt with professionally by staff; the agreed member of SLT should be BCC'd into the communications. If necessary, teachers should contact a member of SLT for advice before replying.
 - Contact with parents and pupils should be constructive, professional and polite. Teachers must not give out any personal details. Teachers should immediately pass on any safeguarding concerns to a DSL.

- Attending virtual meetings with staff, parents and pupils
 - Virtual meetings with pupils are likely to be an exception
 - If required, any virtual meetings with pupils will only take place with the approval of the nominated member(s) of staff DSL's. The time and date will be posted in advance to parents, and two professionals should be present at all times, each using separate logins.

- Teachers will use the school as a location for virtual meetings with pupils and / or parents, unless they have the express permission of the HT.
- Meetings should include a neutral background, avoiding areas with background noise and be in a place where confidentiality can be maintained.
- Individual pupils isolating
 - Pupils isolating due to Covid-19 will have work set for them in the agreed way.
 - Staff will provide feedback to the pupil about their work in the agreed way

2.2 Support Staff

Support staff must be available during their usual working days/hours. During this time, they are expected to check work emails and liaise with teachers as needed.

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 standard absence procedure.

Support staff are responsible for a number of areas which has been agreed

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 to make sure all work set is appropriate and consistent
- Alerting teachers to resources they can use

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 monitoring work set staff and feedback from pupils and parents
- Being aware of any security issues and reporting them in the agreed way.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

Making sure children, in conjunction with class teachers, are the internet safely and that they are adhering to the school online safety rules.

Remind staff, parents and pupils who to contact should they feel unsafe whilst online.

2.6 IT support

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Any technical issues
Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Make all efforts to complete work set by teachers
- Seek help if they need it

- › Alert school if they are not able to complete work

Staff can expect parents 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 raising any concerns or complaints

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
- › Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

3. Whom 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/ SENDCO/SLT
- › Issues with behaviour – talk to SLT/SENDCO
- › Issues with IT – talk to IT lead
- › Issues with their workload or wellbeing – talk to their line manager/SLT
- › Concerns about data protection – talk to [the](#) DPO in school
- › Concerns about safeguarding – talk to the DSL

All staff can be contacted via their school email addresses.

4. Data protection

4.1 Accessing personal data

- › Personal Data relating to pupils and parents (including addresses, emails and telephone numbers) will be provided by the school office to each class teacher. If additional information is required then staff must email the school office to request / check personal data.

4.2 Processing personal data

Staff members may need to collect and share personal data such as parents' phone numbers and emails for part of the remote learning system. Such collection of personal data applies to our function as a school and does not require extra permissions.

However, staff are reminded to collect 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 – using passwords that are at least eight 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 installing the latest updates
- › Adhering to the school’s security and GDPR policy

5. Safeguarding

Refer to Child Protection Policy with COVID amendments

6. Monitoring arrangements

This policy will be reviewed if the government provides updates to home and remote learning by the SLT. It should be monitored against our Remote Learning information on our websites.

7. Links with other policies

This policy is linked to our:

- › Behaviour policy and staff code of conduct policy
- › Child protection policy and coronavirus addendum to our child protection policy
- › Data protection policy and privacy notices
- › ICT and internet acceptable use policy
- › Online safety policy
- › Staff email protocol policy.

Appendix



Specific arrangements

2.1 Teachers

- Expected to respond or work remotely from 8.30a.m – 5pm Monday-Friday

Setting work

- Work set will be sent to parents emails and some additional resources placed on our website
- There will be a minimum of 3 hours per day for KS1 pupils and less for EYFS pupils
- For pupils self –isolating whilst school remains open to most pupils, work sent by email will be reviewed by the class teacher; work returned when the child returns to school will be reviewed with the pupil
- For pupils who are working from home when school is closed to almost all pupils, work will be responded to via class emails

Attending virtual meetings

- Any meetings attended will be via Microsoft Teams using our class coloured welearn accounts to ensure we are GDPR compliant
- In exceptional circumstances, other video conferencing software may be used with the express permission of the SLT.
- Only school devices should be used for video calls

For further information, refer to our ***Providing Remote Education Information to Parents*** on our website.

Appendix



Specific arrangements

- Expected to work remotely from 8.30a.m – 3:30.pm

Setting work

- Work set will be set Via Google Classrooms
- There will be 5 lessons set per day each week per year group or the equivalent to 4hrs

Feedback on work

- Pupils should submit work through the google classroom platform. In the case of full school closure, photos of pupil's work can be sent by parents to the headteacher for the school Facebook page.
- For pupils who are working from home when school is closed to almost all pupils, work will be responded to via Google Classroom

Attending virtual meetings

- Any meetings attended will be via Google meet using our secure Google accounts to ensure we are GDPR compliant

Whom to talk to:

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/ SENDCO/SLT

Issues with behaviour – talk to SLT/SENDCO

Issues with IT – talk to Miss Lewis/Mrs Thomas

Issues with their workload or wellbeing – talk to their line manager/SLT

Concerns about data protection – talk to the School Business Manager sbm@biltonjuniorschool.co.uk

Concerns about safeguarding – talk to the DSL head DSLhead@biltonjuniorschool.co.uk

All staff can be contacted via their school email addresses.

For further information, refer to our ***Providing Remote Education Information to Parents*** on our website

Appendix



Bawnmore Community Infant School Specific arrangements

Staff are expected to be available to work remotely between 8.45 a.m – 4.00 p.m.

Setting work

- There will be a minimum of 3 hours work set for KS1 pupils and less for EYFS pupils.
- There will be a minimum of 3 tasks set per day, to be posted in the class folder on Purple Mash, either the day before or scheduled for 9 a.m. per day each week per year group.
- For pupils who are self isolating whilst school remains open to most pupils, work will be set either by email or on Purple Mash.

Providing feedback on work

- Pupils self-isolating should submit work through the Purple Mash platform or by email to the class teacher. In the case of full school closure, photos of pupil's work can be sent by parents to the Year Group emails for inclusion in the Bawnmore Bugle.
- Teachers will use Purple Mash to provide feedback to individual children on the work submitted.
- Pupils' work will be responded to within 2 working days.
- For paper-based learning, work will be marked and returned on a fortnightly basis with each new pack issued. Alternatively, this work could be photographed and sent to the Year Group email addresses, feedback will then be provided within 2 working days.
- For pupils who are self-isolating whilst school remains open to most pupils, work will be marked and returned when the child returns to school.

Attending virtual meetings

- Virtual meetings will be offered via Microsoft Teams using our welearn accounts to ensure we are GDPR compliant.
- In exceptional circumstances, other video conferencing software may be used with the express permission of the SLT.

For further information, please refer to our '**Remote Education Guidance for Parents**' on our website.