HORNDALE COUNTY INFANT AND NURSERY SCHOOL

Scholars Path, Newton Aycliffe, Co Durham DL5 7HB

Remote Learning Policy

Adopted: September 2020

Review Date: July 2021

Contents

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 09:00 - 15:00. 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. If it affects the completion of any work required ensure that arrangements have been made with the SLT to ensure work is completed.

When providing remote learning, teachers are responsible for:

> Setting work:

- Daily differentiated tasks will be uploaded via Seesaw for Maths, English and one foundation subject by 09:30 Monday - Friday

- Daily phonics Speed sounds sessions uploaded to Seesaw daily – share with specific groups of pupils in EYFS and KS1.

- Create a weekly timetable of work for their year group to be uploaded to the School website. This must be sent to the HT by 09:30 on Monday morning.

- Working as a Key Stage team to ensure the above work is planned and ready.

- Share weekly online line safety update for pupils taken from thinkuknow website.

> Providing feedback on work:

o Staff to comment on work uploaded by pupils to Seesaw within one working day

o Provide dojo points to pupils for work completed – record on class dojo

> Keeping in touch with pupils and parents:

o Teachers are to attempt to make contact will all pupils in their class every week via school provided mobile phone. Contact details can be accessed from CPOMS, please ensure you log off and do not share information with a third party. Record all contact/attempted contact with parents on CPOMs and add any relevant actions. Example CPOMS comment 'Telephoned Mum offered support during home learning and I spoke with child who is getting on well. No concerns.'.

o E-mails/Messages received from parents/pupils are to be checked between the above working hours. These should be responded to within 48 hours.

o Any complaints/concerns shared by parents/pupils should be referred to the Headteacher

> Attending virtual meetings with staff, parents and pupils:

o Teachers should dress appropriately

o Consider their location at home (e.g. avoid areas with background noise, nothing inappropriate in the background)

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 09:00 – 15:00.

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. If it affects the completion of any work required ensure that arrangements have been made with the SLT to ensure work is completed.

When assisting with remote learning, teaching assistants are responsible for:

> Supporting pupils who aren't in school with learning remotely:

> o Supporting specific pupils through daily/regular contact as requested by a class teacher/SENDCO via Seesaw by responding to comments/work uploaded

> o Upload daily phonics speed sounds sessions to Seesaw – share with specific groups of pupils in EYFS and KS1.

> Providing feedback on work:

> o Staff to comment on work uploaded by pupils to Seesaw within one working day

> o Provide dojo points to pupils for work completed via class dojo

> Attending virtual meetings with teachers, parents and pupils:

> o TA's should dress appropriately

> o Consider their location at home (e.g. avoid areas with background noise, nothing inappropriate in the background)

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

Insert details:

> Monitoring the work set by teachers in their subject – Review work set weekly on the website/Seesaw

> 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

> Monitoring the remote work set by teachers in their subject – e.g. through regular meetings with teachers or by reviewing work set

> 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

> Collect total dojo points allocated to pupils

> Monitoring the effectiveness of remote learning – reviewing work set by teachers weekly, monitoring Seesaw, monitoring correspondence between parents and teachers

> Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

- Maintaining contact, collating, passing on information and responding to any concerns.

See the COVID-19 amendments to the Child Protection Policy

2.6 Admin

School admin staff are responsible for:

> Reporting 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

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

> Be contactable during the school day – although we understand they may not always be in front of a device the entire time

> Complete work daily

> 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

2.8 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. Who to contact

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

> Issues in setting work – contact the relevant subject lead or SENCO

> Issues with behaviour – contact the SLT

> Issues with IT – contact admin or Headteacher

> Issues with their own workload or wellbeing – contact SLT

> Concerns about data protection – contact the data protection officer

> Concerns about safeguarding – contact the DSL

All staff can be contacted via school e-mail address'. Headteacher can be contacted on 07999865334.

4. Data protection

4.1 Accessing personal data

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

> All staff have access to CPOMS to record any parent contact or concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party.

> Teachers are able to access parent contact details via CPOMS using a secure password. Do not share any details with third parties and ensure Integris is in logged off.

> SLT have the ability to locate personal details of families when required through securely accessing CPOMS. SLT are not to share their access permissions with other members of staff.

> School chromebooks and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as e-mails and telephone numbers 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.

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

Please see the following for updates concerning safeguarding in relation to home learning. **COVID-19 amendments to the Child Protection Policy** this also details reference to remote learning curriculum and risks online. This policy is available on our website.

6. Monitoring arrangements

This policy will be reviewed termly until July 2021 by Headteacher, Craig Brown. At every review, it will be approved by the HT and Chair of Governors.

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