Remote Learning Policy

REVIEWED: Sept 2021

NEXT REVIEW DATE: Sept 2022

Striving for excellence. Inspiring to achieve collaboratively through respect, happiness and creativity. We are independent and reflective for continuous improvement.

Aims

This policy aims to:

- Provide reassurance and confidence to staff as they negotiate the use of new technologies and different working practices
- Ensure consistency in the approach to remote learning for all pupils who are not in school through the use of quality online and offline resources and teaching videos
- Set out expectations for all members of the school community with regards to delivering high quality interactive remote learning
- Support effective communication between the school and families.

Who is the policy applicable to?

- Any child who is absent because they have tested positive for Covid-19.
- A class or child's whole bubble not permitted to attend school because they, or another member of their bubble has tested positive for Covid-19.
- Those children staying at home as part of a regional/national lockdown where schools are ordered to close (opening only to vulnerable and key worker children).

Home and school partnership

Harrington Hill Primary is committed to working in close partnership with families and will provide an online training session on how to use Microsoft Teams.

It is beneficial for children to maintain a regular and familiar routine and Harrington Hill Primary recommends that, where possible, families maintain a 'school day' structure for children working at home.

We encourage families to support their children's work, including finding an appropriate place to work and, to the best of their ability, supporting their children to complete their work daily with good levels of concentration.

Should accessing work be an issue, families should contact the school promptly and advice or alternative solutions may be available. These will be discussed on an individual basis.

All children sign an 'acceptable use of IT' contract at school which includes online safety rules and this contract applies when children are working on IT devices at home.

Content and tools to deliver remote learning

Resources to deliver remote learning include:

- Online tools for EYFS: Microsoft Teams

- Online tools for KS1 and KS2: Microsoft Teams
- Online tools for staff CPD and parent meetings: Microsoft Teams
- Use of recorded video for instructional teaching, story sessions and assemblies
- Live streaming to be considered for instructional teaching
- Email
- Phone calls home
- Printed learning packs (for children with no/limited internet access or no available device to use)
- Story books, CPG workbooks, exercise books and writing tools
- Use of online learning sites, e.g. BBC Bitesize and Oak Academy

Roles and responsibilities

Role/Name	**Responsibilities**
Senior Leaders Executive Headteacher (strategic overview of remote learning) Head of School (operational lead for remote learning and Microsoft Teams coordinator) Deputy/ Assistant Head	Alongside any teaching responsibilities, senior leaders are responsible for: • Coordinating the remote learning approach across the school including daily monitoring of engagement and feedback from staff, children and parents • Monitoring the effectiveness of remote learning and the operational systems supporting this by holding regular team meetings. All contact should be conducted during working hours and staff teams should be advised of maintaining professional language on social media group messaging sites like WhatsApp • Monitoring the security of remote learning systems, including data protection and safeguarding considerations • ensuring effective communication with parents who have children working from home • ensuring remote learning is of a high quality and accessible to all children • Attending virtual meetings with staff, parents and pupils • to work on site with children who have been advised by the government to return to school in the event of wider school closure
SENDCo	• ensuring remote learning for children with SEND is accessible and adapted to meet their needs, • ensuring that children with EHC plans continue to have their needs met while learning remotely. This may require the SENDCo to liaise with senior leaders and other professionals to make alternative arrangements for children with EHC plans • advising teachers on resources to support remote learning for children with SEND • Attending virtual meetings with staff, parents and pupils

Role/Name	Responsibilities
	• to work on site with children who have been advised by the government to return to school in the event of wider school closure
DSLs Lead DSL Deputy DSL	The DSL is responsible for managing and dealing with all safeguarding concerns and: • Attending all child protection meetings for individual children and families as they arise; liaising with assigned social workers and other family support workers • Advising staff of any interim changes or addendum to the safeguarding and child protection policy • Identifying vulnerable pupils and families for direct weekly contact • Organising for work or IT devices to be distributed to vulnerable children • Attending virtual meetings with staff, parents and pupils • to work on site with children who have been advised by the government to return to school in the event of wider school closure
Phase Leaders	Alongside their teaching responsibilities, phase leaders are responsible for: • Ensuring remote learning is of a high quality in their phase • Considering whether any aspects of the curriculum needs to change to accommodate remote learning • Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines being set are reasonable • Monitoring the remote work set by teachers in their phase to ensure that appropriate amounts of work and feedback are provided in individual classes • Organising and leading weekly phase meetings • Alerting teachers to resources they can use to teach their lessons remotely • Attending virtual meetings with staff, parents and pupils • to work on site with children who have been advised by the government to return to school in the event of wider school closure
Teachers	• Setting work for all of the children that they teach on Microsoft Teams • Providing feedback on work • Keeping in touch with children who are not in school and their families • Attending virtual meetings with staff, parents and pupils • to work on site with children who have been advised by the government to return to school in the event of wider school closure
Class based support staff	• Early Years' Educators and those with a Read-Write-Inc group and/or running interventions to set work on Microsoft Teams

Role/Name	Responsibilities
	• Calling identified children to check on their welfare • Preparing resources to support children with SEND • Completing tasks as directed by a member of the leadership team and class teachers • Attending virtual meetings with staff, parents and pupils • to work on site with children who have been advised by the government to return to school in the event of wider school closure
Pastoral Lead	• coordinating support for vulnerable children and families and liaison with WAHMS and school-based therapists • maintaining direct contact with vulnerable children and families • Attending virtual meetings with staff, parents and pupils • to work on site with children who have been advised by the government to return to school in the event of wider school closure
School Business Manager	• leading on finance and risk assessments • coordinating all work carried out by the administrative, catering and premises teams • Ensuring value for money when procuring additional equipment or technology • Ensuring that the school has adequate insurance to cover all remote working arrangements • Attending virtual meetings with staff, parents and pupils • to work on site (as required) in the event of wider school closure
IT technician Turn It ON	• Fixing issues with systems used to set and collect work • Helping staff 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 • to work on site (as required) in the event of wider school closure
Governing Body	• 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 • Attending virtual governor meetings

Microsoft Teams

Harrington Hill Primary will provide a refresher training session and induction for new staff on how to use Microsoft Teams

- For individual children who are self-isolating for a short period of time, teachers will not be expected to use Microsoft Teams but will ensure that a pack of revision activities is provided for them to complete. At a minimum, this will include Literacy and Numeracy.
- In the event of whole class/year group closure, Microsoft Teams will be used and class teachers must set three separate activities each day; a maths, reading/writing and topic-based activity. The music teacher must set a daily activity suitable for each key stage in their respective classrooms. A combination of live streaming, pre-recorded videos and online resources should be considered. Where possible, tasks should be selected that require less input from family members in order that children can work more independently.
- The Spanish and Music teachers will provide one activity a week from EYFS to Year 6. This will be emailed to the individual teachers for them to post on their classroom.
- Work must be uploaded to Microsoft Teams by no later than 9.00am each day.
- Where applicable, class teachers should co-ordinate with parallel teachers, including those teaching in school, to ensure consistency across the year/subject. Teachers will be notified of any children with limited access to devices so that they can provide weekly copies of the work set on Microsoft Teams (or adaptations where appropriate).
- Where staff are concerned about individual children consistently failing to complete work, concerns should be raised with phase leaders.

Providing feedback on work

Feedback is important to keep children motivated and engaged and to feel that the work is valued. Children who are old enough to do so should be given the tools for self-assessment, such as providing the answers to previous day's questions. Other means by which assessment and feedback may be provided include:

- Children and parents uploading work to Microsoft Teams and teachers adding a digital stamp, written note pointing out features of the work that made it particularly successful
- Including success criteria for work set, much as the children are used to in school
- Recorded audio or video files celebrating individual pieces of work
- Online quizzes produced on Microsoft Teams
- Recorded videos providing feedback on a lesson and introduce the next learning

On-Line etiquette

- Keeping in touch with pupils who are not in school and their parents.
- If there is a concern around the level of engagement of a child, families should be contacted via phone to assess whether further support is required. If calling from home, staff must always set their phone to 'no caller ID' and should not store family contact numbers in their own phone. Phone numbers are available on SIMS. These must not be downloaded or stored on personal devices. Any additional costs incurred by staff using their own phone will be reimbursed on receipt of evidence of the costs. Where a child is overseas, contact should be made using the class email.
- Families will be encouraged to use Teams to communicate with the teacher, although the Admin team may also forward enquiries and queries. These should be answered within working hours.

- There are many contexts in which it will be beneficial for staff to post video content online and use the video call feature to conduct live lessons. All videos/live lessons must be professional in tone and uphold the professional standards that the school expects. All videos made by staff in locations outside of the school should feature neutral backgrounds. Staff must always be dressed in appropriate professional work clothes. If sharing their screen, staff should ensure that the content is appropriate for a child to see.
- Staff meetings and phase meetings will continue virtually using Microsoft Teams. Staff should attend these when asked, ensuring that they have a suitable place to call from (quiet with a neutral background) and dress like they would in school.
- All staff attending virtual meetings must have their device camera switched on in order to actively participate in the meetings. If staff are unable to attend a meeting, they must report the reason for their absence to their line manager.
- Please note, if staff upload video content to our YouTube channel, this is publicly available.

Working in school

In the event of a whole school closure, staff may be asked to work in school with children who have been advised by the government to return to school. In order to maintain remote and in-school teaching, parallel teachers and all staff allocated to that year group should be co-teachers on Microsoft Teams. This will allow for the class work to be posted across both classes.

Hours of work for remote learning

Teachers must be available between 8.30 am and 3.45pm each day (unless contracted hours differ)

All class based support staff must be available between 8.30am and 4.00 pm each day (unless contracted hours differ)

It is understood that all staff will take their allocated lunch and playtime breaks when working from home.

Staff who are on-site supporting children, will not be expected to maintain their Microsoft Teams or make calls to families.

Raising Concerns

For you have a safeguarding concern, this must be recorded on My Concern immediately. Should you wish to discuss a safeguarding issue contact the Designated Safeguarding Lead or Deputy Designated Safeguarding Leads.

If a family raise a complaint, this should be referred to the Head of School.

Staff absence

If a member of staff is unable to work during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure by phoning or emailing the school office between 6.45-7.15 am each day.

We realise that some staff may also be caring for their own children or a family member at home and we appreciate the challenges this may involve. Staff are encouraged to speak to the Head of School if any adjustments need to be considered.

Families

We expect families to support by:

- Ensuring children complete work to the deadline set by staff
- Encouraging children to seek help if they need it, from their teachers or class based support staff
- Alerting the class teacher if their child is not able to complete work e.g. family emergency
- Seeking help from the school if needed
- Reporting their child's sickness absence

Data protection

Accessing personal data

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

- Use SIMS to access personal data.

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. Any processing of this personal data is covered by the school's Privacy Policy.

However, staff are reminded to collect and/or share as little personal data as possible online.

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
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

Monitoring arrangements

This policy will be reviewed annually and approved by the Governing Body

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Attendance policy and attendance addendum
- Safeguarding and child protection policy and coronavirus addendum to our child protection policy
- Data protection policy, Data retention policy and Data breach policy
- Home-school agreement
- ICT and internet acceptable use policy

- E safety policy