Tow Law Millennium Primary School Remote Learning Policy
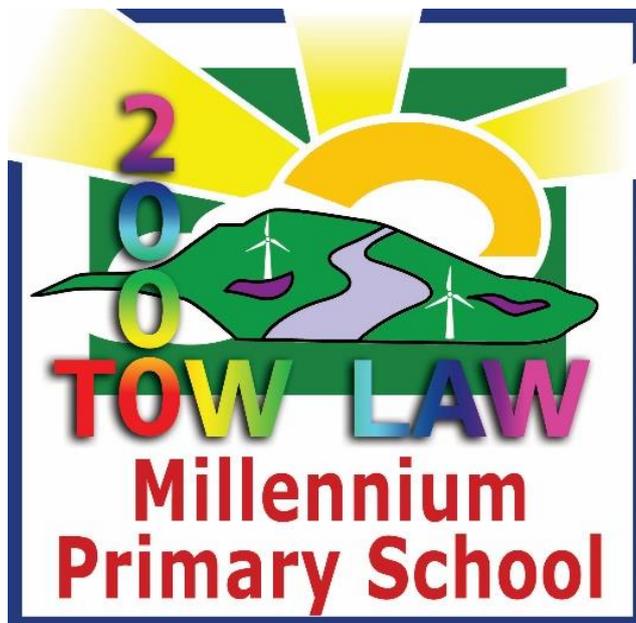
Approved by:	FGB	**Date:** 6.10.20
Last reviewed on:	14.11.20	
Next review due by:	In accordance with revisions to the Risk Assessment &/or guidance from PHE/LA.	

1. Aims

This remote learning policy for staff aims to:

> Ensure consistency in the approach to remote learning for pupils
> 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/lead staff member will be available between 8.30am – 3.30pm.

(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 providing remote learning, teachers are responsible for:

- Setting work for a whole class in the event of a bubble closure: This will take the form of blended learning and is specific to each class. Timetables are attached (appendix 1) detailing timings and specific activities to undertake. Packs of work have already been sent home including the necessary stationary to complete the activities as well as log in details for the online element of the day. These are progressive from reception to Y6 and show the amount of time NOT times of day to allow parents to structure learning. This takes account of parental concerns regarding band width and sharing of devices/parental support for larger families.

- Setting work for specific pupils in self isolation. If the teacher is working in school the cover will be provided within the bubble (detailed under the TA section) to ensure there is time for remote learning to take place. Consideration is being given to streaming some lessons in school to pupils who are unable to attend. This will be in accordance with remote education guidance from the National Cyber Security Centre (NCSC) on which video conference service is right for your school and using video conferencing services securely. In addition, guidance from the UK Safer Internet Centre on safe remote learning includes detailed advice on live, online teaching, and the safeguarding guidance from London grid for learning (LGfL) includes platform-specific advice.

Staff have already worked with children to ensure they are familiar with the online logins currently. It is intended that this will move to using Office 365 and remote teaching during the term. Staff will support each other virtually, if necessary, to ensure work packs are refreshed and learning is accessible to all.

Providing feedback on work may take one of the following forms:

- o Purple Mash 2Do marking – written or verbal feedback online
- o Reading Eggs/Times Tables Rockstars/My Maths electronic feedback from the programme
- o Purple Mash email and blog

> Keeping in touch with pupils who are not in school and their parents/carers:

- ○ See appendix 2 for 'Parent/Carer Guidance for Remote Learning document.

Attending virtual meetings with staff, parents and pupils:

- Dress code: this will be in line with the dress code for school as detailed in the staff handbook.
- Locations: this will be carried out in a quiet area ensuring there is nothing inappropriate in the background. Use of a green screen may be used.

2.2 Teaching assistants

When supporting remote learning, teaching assistants must be available between 8.30am – 3.30pm.

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.

When supporting remote learning, teaching assistants are responsible for supporting pupils who are not in school with learning. This may be targeted support for pupils with an EHCP including providing remote learning to the identified child/ren in the class. This will include to mark work remotely for 2Dos on Purple Mash, contribute to/monitor class blogs on Purple Mash and send/respond to Purple Mash emails. It will also include monitoring the work set on online platforms and a member of the senior management/office team will directly contact the parents for a welfare check in.

Teaching assistants are also responsible for more general support as directed by the teacher or, in the event that the teacher is ill, the class lead practitioner. They will be required to attending virtual meetings with teachers and where deemed appropriate, parents and pupils.

Apprentices will be supporting remotely with tasks, as directed by the class lead. They are not required to do virtual meetings with parents and children but are required to attended virtual meetings with staff.

Class 1 Bubble:

Poppy Coates/ HLTA

Bethany James/ Apprentice TA

Class 2 Bubble:

Lauren Morris/ TA 1:1

Tia Heppell/ Apprentice TA

Class 3 Bubble:

Amy Kirton/ HLTA

Lisa Moralee/ 1:1 support

Anna Davis/ Apprentice TA

Class 4 Bubble:

Kathryn Wilkinson/Level 3

Amy Bell/ TA Level 3

Carol Hurton/ TA

The staff highlighted green will take over the functions of the teacher in the event that it is the teacher who tests positive and is unable to work. This includes setting work, remotely managing staff in the bubble and monitoring all on line activity.

2.3 Subject leads (including SENDCO)

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the curriculum need to change to accommodate remote learning and to meet the needs of individual children
- Consider how approaches to remote learning are integrated into the wider curriculum design
- 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 reasonable and age-appropriate
- 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
- Understanding how approaches to remote learning are integrated into the wider curriculum design
- Monitoring the effectiveness of remote learning through regular meetings with teachers, reviewing work set and using feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

Keeping Children Safe in Education Safeguarding policy September 2020

http://www.towlaw.durham.sch.uk/wp-content/uploads/sites/188/2020/09/KCSIE-Safeguarding-School-Policy-September-2020.pdf

Additional safeguarding guidance – COVID-19 Summer 2020

http://www.towlaw.durham.sch.uk/wp-content/uploads/sites/188/2020/07/Additional-Safeguarding-Guidance-A-response-to-COVID-19-update-.pdf

2.6 Computing lead

The computing lead, working with the technician, is responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they may experience
- 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
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they are unable 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 and timely when making any complaints or concerns known to staff

2.8 Governing body

The governing body is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible and is integrated into the wider curriculum design
- 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 one of the SMT.

4. Data protection

4.1 Accessing personal data

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

Office manager – have access through the server in the IT network

SMT – use paper-based documents with the minimum amount of contact information. SMT agree to store this securely at home and return it to school as soon as the period of need is over. SMT have been provided a school mobile phone. Phones adhere to GDPR regulations.

Acceptable Use Policies:

http://www.towlaw.durham.sch.uk/wp-content/uploads/sites/188/2020/07/Acceptable-Use-Agreements-2020-KS1.pdf

http://www.towlaw.durham.sch.uk/wp-content/uploads/sites/188/2020/07/Acceptable-Use-Agreements-2020-KS2.pdf

http://www.towlaw.durham.sch.uk/wp-content/uploads/sites/188/2020/07/Acceptable-Use-Agreements-2020-Staff.pdf

4.2 Processing personal data

Staff members may need to collect personal data, such as email addresses, as part of the remote learning system.

Staff are reminded to collect as little personal data as possible online and to use school communication systems, not personal details or devices.

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

Keeping Children Safe in Education Safeguarding policy September 2020

http://www.towlaw.durham.sch.uk/wp-content/uploads/sites/188/2020/09/KCSIE-Safeguarding-School-Policy-September-2020.pdf

Additional safeguarding guidance – COVID-19 Summer 2020

http://www.towlaw.durham.sch.uk/wp-content/uploads/sites/188/2020/07/Additional-Safeguarding-Guidance-A-response-to-COVID-19-update-.pdf

6. Monitoring arrangements

This policy will be reviewed in line with the risk assessment by the SMT. This will be at least half termly.

At every review, it will be approved by the full governing body or Chair of Governors, Lisa Croft, depending on the scheduled timing of the FGB.

7. Links with other policies

This policy is linked to our:

- Respectful Relationship Policy
- Safeguarding policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use (staff, EYFS/KS1, KS2) policy
- eSafety policy
- Parent/carer guidance for remote learning
- Social media policy