Tarleton Holy Trinity Church of England (Aided) Primary School

www.tarletonholytrinity.org

Remote Learning Policy

Updated January 2021

Policy

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Remote Learning Policy

This policy reflects the Christian ethos and vision statement of our school.

Our Vision Statement

Value… Dream… Achieve…

As a loving Christian family, our aspiration is for all pupils to flourish, safe in the belief that we, "…can do all things through Christ, who strengthens us" Phil 4:13.

Everyone is valued, we all achieve and our dreams for the future begin.

Contents

Aims

This remote learning policy for staff aims to:

> Ensure consistency in the school's approach to remote learning

> 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 specifically article 28, 29 and 31.

Roles and responsibilities

Teachers

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 procedures between 9am and 3pm on the designated absence number. If it affects the completion of any work required ensure that arrangements have been made with year group partners or SLT to ensure work is completed.

Teachers are responsible for:

> Setting work:

- o Creating a week's worth of learning. This must include subjects from across the curriculum. Powerpoints, worksheets, LbQ (Learning by Questions (KS2 only) may be used.

- o Plans and resources are to be uploaded onto the google drive platform by the classteachers.

- o Online line safety curriculum to be followed at thinkuknow website. The page has been created to support parents during COVID-19 and the closure of schools. Each fortnight, they will be releasing new home activity packs with simple 15 minute activities that can be completed at home to support children's online safety at a time when they will spending more time online.

> Providing feedback on work:

    o   Pupils can send any completed work to teachers via ClassDojo or email

    o   Teachers can email back feedback if required

> Keeping in touch with pupils and parents:

    o   Communication via ClassDojo

    o   Any issues that are received are to be dealt with professionally by the class teacher

    o   Teachers are to attempt to make contact will all pupils in their class every 4 weeks via telephone call when in school or from a withheld number. Contact details can be accessed from SIMS

    o   Report any concerns on CPOMs and add any relevant actions.

    o   Contact should be polite and encouraging. Teachers must adhere to the email policy and not give out any personal details. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly. There is no expectation from school that work must be completed at this time. We believe our parents will be doing their best.

> Attending virtual meetings with staff, parents and pupils:

    o   *At present we have not established virtual meetings*

    o   Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

    o   Head teacher to be present in the meeting

    o   Child's parent to be present in the meeting

Teaching assistants

Teaching assistants must be available between 9am – 3pm, Mon to Fri. During this time they are expected to check work emails and be available when called upon to attend school. 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.

Teaching assistants are responsible for:

> Supporting pupils with learning remotely:

    o   When requested by the SENCO

> Attending virtual meetings with teachers, parents and pupils:

    o   At present we have not established virtual meetings

    o   Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

Subject leads

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

> Providing help and assistance in their subject area if required

Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

> Co-ordinating the remote learning approach across the school – SLT

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

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

IT staff

IT staff are responsible for:

> Creating emails

> 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 systems and flagging any data protection breaches to the data

protection officer > Assisting pupils and parents with accessing the internet or devices

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 systems are appropriately secure, for both data protection and safeguarding reasons

Who to contact

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

> Issues in setting work – talk to the relevant subject lead/SENCO/SLT

> Issues with behaviour – talk to the SENCO/SLT

- Issues with IT – talk to ICT co-ordinator

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

- Concerns about data protection – talk to the data protection officer (HT)

- Concerns about safeguarding – talk to the DSL

All staff can be contacted via the school email addresses

Data protection

Accessing personal data

When accessing personal data, 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 will be provided with contact details from SIMS via the bursar. Do not share any details with third parties.

Sharing personal data

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.

While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

Keeping devices secure

These tips are based on our article on GDPR and remote learning. Talk to your data protection officer for more help, and your IT staff if you want to include details on how to put these measures in place.

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

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.

Links with other policies

This policy is linked to our:

> Behaviour policy
> Child protection policy and coronavirus addendum to our child protection policy
> Data protection policy and privacy notices
> Home-school agreement
> On line safety policy

Expectations

Pupils

Staff can expect pupils learning remotely to:

- Be assured that your wellbeing is at the forefront of our thoughts and that there is a need for you to take regular breaks, get fresh air, exercise and maintain a reasonable balance between online engagement and offline activities.
- Remote learning will begin at the start of a full day.
- Begin the day as it was a normal school day. Get up, have breakfast and get dressed for the day.
- Watch one of the recorded videos that explain what you need to do to complete a task.
- Be contactable during the school day.
- Complete work to the deadline set by teachers.
- Seek help if you need it, from teachers or teaching assistants by messaging on ClassDojo. Alert teachers if you're not able to complete work.
- By the end of the day, try and share one piece of work you are proud of.
- Read daily, either independently or with an adult.
- Use the Lockdown 'situation to learn a new skill, follow your own interests to discover more about the world or just be creative.
- Learning some basic 'life skills'. (For example help with vacuuming, bake a cake, learn to tie shoe laces, learn to sew on a button etc.)

NOTE: If you are online posting a video for your class teacher and your fellow classmates, you are

expected to be dressed suitably for your learning, complete your work in a suitable location and behave exactly as you would be expected to in school.

Parents

Staff can expect parents with children learning remotely to:

- Complete as much of the work set for the age of the children.
- Begin the day as it was a normal school day. Ensure your child gets up, has breakfast and get dressed suitably for the day of learning
- Find a suitable location for them to work
- Encourage your child to access and engage with new messages through ClassDojo
- Watch any instructional videos and complete work
- Support your child's learning to the best of their ability
- Check their child's completed work each day and encourage the progress that is being made
- Encourage your child to read daily, either independently or with an adult
- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the teacher by sending a message through Class Dojo if any help is needed
- Be respectful when making any complaints or concerns known to staff
- Be mindful of the mental well-being of your household, try to take regular breaks, play games, get fresh air and relax
- Ensure your child is using devices safely and report any concerns to the school

Other Information

- Separate videos explaining many activities will be posted.
- Learning packs containing printed learning resources have been made
- Children are expected to read daily, either independently or with an adult
- Many of the older children have access to the Times Table Rock Star website
- At the end of the day, ask children to share one piece of work they are proud of.
- A feedback message or video will be sent as soon as possible answering any queries.
- Further guidance can be found in the document Remote Education requirement.

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Document reviews

We are aware of the need to review our school's documents regularly so that we can take account of:
new initiatives, changes in the curriculum, developments in technology etc.

This policy was reviewed in January 2021

and will be reviewed in September 2021.

Signed by:

Member of staff responsible for this policy

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Governor responsible for this policy

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