



St Leonard's CE(A) First School

Remote Education Policy

Responsibility of:
FGB

Developed in consultation with:

Teaching staff

The Governing Board

In accordance with Government Guidance

Adopted by the Governing Board:

Sep 2020 Reviewed Jan 2022

Date for review: Ongoing

St Leonard's CE (A) First School

1. Aims

This remote learning policy for staff aims to:

- Ensure our remote education has high expectations. It teaches new content and is the curriculum as usual as far as it possibly can be in the home environment.
- 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

Teachers will be trained in the use of online platforms that they are expected to use to deliver remote education. (See-saw and MS Teams) by the school's computing Lead (Miss Torr).

When providing remote learning, teachers must be available between 9am and 3pm (Mon-Fri) or the days that they teach if part-time.

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 (by contacting the Headteacher by 8am).

When providing remote learning, teachers are responsible for:

Setting work

- Prepare the curriculum sequence of learning objectives related to the half termly theme on the curriculum plan.
- Creating a weekly timetable of work for their class. To include full curriculum coverage.
- Communicate the weeks learning through the seesaw portal, attaching relevant and high quality videos and interactive activities.
- When pupils are trained in and have access to the Microsoft Teams app at home. The class teacher will greet their class through an online morning meeting to set the tone for the day's work and provide group feedback from the previous day.
- Set differentiated tasks on Times Table Rockstars and other apps used.
- One English, one Maths and one Foundation subject to be included each day. When this work needs to be set by 4pm the day before)
- Teachers to use core English and maths text books to direct children through progressive key skills.

- Teachers working in the same year group should communicate via email to ensure consistency and delegate roles between them such as finding resources and presenting them. Working as a team to ensure the work is planned and ready. Each member of staff should be available to engage with seesaw on the days they would normally work between 9am and 4pm. Work should not be posted onto seesaw outside of these times in order to preserve the well-being of staff, parents and children.
- A paper pack of resources to accompany the half termly topic should be prepared for pupils in advance. Reference to this pack to be made throughout the learning journey to support those who have limited access to wifi or poor wifi due to rural surroundings.
- Headteacher has access to all seesaw class accounts to monitor curriculum coverage and consistency.

Providing feedback on work

- Teachers will gauge how well pupils are progressing using online tools such as star reader test, TT Rockstars and topic quizzes. They will adjust remote learning accordingly providing more explanation if needed.
- Parents and pupils will upload completed work to seesaw for marking or comments by their class teacher.
- Parents can communicate with their child's class teacher via the seesaw messenger system or by the teachers school email address.
- Teachers should respond to parent queries within 48 hours.
- Teachers to send examples of fantastic work to the office manager's email address to be celebrated in the weekly newsletter.

Keeping in touch with pupils who aren't in school and their parents

- Weekly newsletter collated by office manager (Mrs Amos) to share good work, weekly awards and Dojo point totals collated by Mrs Crooks (Teaching Assistant). Signposts to support for mental health and online safety to be included in this.
- Emails received to teachers personal email addresses and on the seesaw platform should be checked and replied to between the hours of 9am and 3pm only. (This does not apply to the Headteacher and Office email accounts).
- Any issues that are received are to be dealt with professionally by the class teacher and the Headteacher should be CC'd into the communication. If necessary teachers should contact the Headteacher for advice.
- Teachers are to make contact with all pupils in their class each day via telephone call or teams meeting either from the school number or a withheld personal number. Contact details must be kept secure at all times and accessed via teachers email address. Parents should inform the school if their child will not be logging onto the Teams call for the day.
- Record all contact with parents/ pupils on the schools' myconcern platform and add any relevant actions. E.g (Telephoned mum offered support during home learning and I spoke with the child who is getting on well. No concerns.) If there is a safeguarding concern alert the DSL (Mrs Stanesby).
- 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 the Headteacher who may choose to contact the Headteacher directly.

Expectations for virtual meetings with staff, parents and pupils

- Dress code should be appropriate.
 - Locations should be checked to ensure that there is nothing inappropriate in the background. Areas with excess noise should be avoided. Background should be blurred.

Expectations for staff ensuring that their devices remain secure

- Keep their device password protected
- Make sure the device locks if left inactive for a period of time
- Do not share the device among friends and family
- Install antivirus and anti-spyware software
- Keep operating systems up to date

Where remote Education and in school learning are both taking place, the Headteacher will determine which teachers have responsibility for each.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9am and 3pm Mon-Fri (or on the days that they work).

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. (By making contact with the Headteacher by 8am).

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

Supporting pupils who aren't in school with learning remotely

- When and as directed by the SENDCO
- Ensuring weekly telephone conversations with pupil/parent or more often if required.

Attending virtual meetings with teachers, parents and pupils

- Dress code should be appropriate.
- Locations should be checked to ensure that there is nothing inappropriate in the background. Areas with excess noise should be avoided. Background should be blurred.

Where remote Education and in school learning are both taking place, the Headteacher will determine where teaching assistant responsibilities lie.

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 teaching their subject remotely to make sure all work set is appropriate and consistent.

- Alerting teachers to resources they can use to teach their subject remotely.
- SENDCo will support and direct TA's to support pupils at home. She will ensure that pupil learning passports are current and include details of resources to support SEND pupils at home can be found, such as Oak national Academy's differentiated content.

2.4 Headteacher

Alongside the teaching responsibilities, the Headteacher is responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning through regular meetings with teachers staff, reviewing work set or reaching out for feedback from pupils and parents.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Ensuring that all pupils have access to the technology they need to learn at home.

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 Computing Lead and Office Manager/Data Protection Officer

Staff are responsible for:

- 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 remote learning systems and flagging any data protection breaches
- 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 9am -4pm- although consider they may not always be in front of a device the entire time.
- Seek help if they need it, from teachers or teaching assistants.
- Alert teachers if they're not able to complete work or log onto the teams session for that day.

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.

Staff can expect parents and pupils to follow the following etiquette for live online sessions.

- Online meet and greet sessions will take place via Microsoft Teams. Each child has been provided with an individual username and password. Parents should ensure that this is kept secure and not shared.
- Online teaching will always take place in groups. There will be no 1-1 sessions.
- An adult should be present in the room at all times when the session is taking place. They do not need to be in view of the screen.
- Children will wear appropriate clothing. School uniform is not expected but no pyjamas please.
- Computers should be used in appropriate areas, for example no bedrooms and care should be taken to ensure that what is visible in the background is appropriate for all to see. A blurred background is preferable.
- Language must be professional and appropriate, including of family members in the background.
- When the children log on they may have a few minutes to say hello to their friends but must stay on mute when asked so that the session can begin.
- Staff may share their screen with the children and may ask them to ask questions using the chat function.
- All Teams meetings will be recorded by the school for safeguarding reasons and the Headteacher will have access to all sessions.
- Taking photographs, screenshots or recording of the live sessions is not permitted.

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 - talk to the relevant subject lead/SENCO/Headteacher
- Issues with behaviour - talk to the Headteacher
- Issues with IT - talk to Computing Lead (Miss Torr) or Office manager (Mrs Amos)
- Issues with their own workload or wellbeing - talk to the Headteacher
- Concerns about data protection - talk to the data protection officer (Mrs Amos)
- Concerns about safeguarding - talk to the DSL (Mrs Stanesby)
- Concerns about the level of engagement of a pupil/ parent - talk to the Headteacher and parent to be contacted by telephone to see whether school intervention can assist engagement.

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 My concern 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 their secure email accounts. Do not share any details with third parties or write the details down on paper.
- School laptops and I-pads are the school's preferred devices to be used when accessing any personal information on pupils. Where personal devices are to be used this must be agreed by the Headteacher.

4.2 Processing 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. 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.

6. Monitoring arrangements

This policy will be reviewed as and when updates to Home Learning are provided by the Government by Mrs Stanesby (headteacher) and at every review will be approved by all staff.

7. Links with other policies

This policy is linked to our:

- COVID-19 Policy addendums document.
- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy