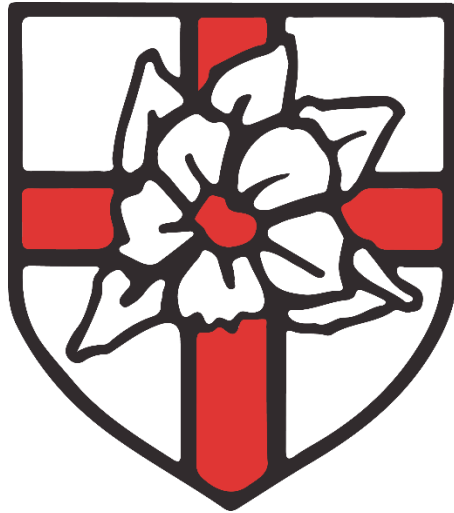


# Summerfield School



*The Best You Can Be - Everyone, Every Day*

## REMOTE LEARNING POLICY

Approved: January 2021

Review: Ongoing (monthly during coronavirus response period)

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### 1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not 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

- Pastoral leads: Headteacher, Deputy Headteacher – The co-ordination and organisation of remotely learning will be the responsibility of the Headteacher and Deputy Headteacher. They will make sure that online learning, both live and recorded, is available according to the set timetables for each year group. Using the parental preference forms, they will also provide hard copies of work for those who request it. Members of staff and parents will be able to liaise with the Headteacher and Deputy to resolve any issues both technical or academic.
- SENDCo: The SENDCo, Pastoral Co-ordinator and Pastoral LSA will support the leadership team and class teacher as well as LSAs to support and monitor the provision given to children with additional needs as well as those with social workers or who are vulnerable for any other reason decided upon by the Headteacher.

#### 2.1 Teachers

When providing remote learning, teachers must be available between 9.15am and 2.30pm with at least a 15 minute break in the morning and an hours lunchbreak where appropriate and as indicated on the year group timetable. A daily assembly and story time are provided by the Headteacher and Deputy Headteacher for teachers to share during each day.

If they are unable to work for any reason during this time, for example due to sickness or caring for a dependant, they should report this using the normal absence procedure (call the Deputy Headteacher by 7.30am (\*\*\*\*\*)) and contact the office by 2.30pm each subsequent day).

When providing remote learning, teachers are responsible for:

- Setting work:

- Differentiated work for all members of the class (this can be via subsidiary documents available to download and direction to different links)
- Work that follows as much as possible the sequence of the curriculum from when school was open to those pupils now isolating
- A timetable is shared on Microsoft Teams each day and is adhered to
- Tasks should be set as files or 'assignments' on Microsoft Teams or on Purple Mash and feedback given this way too.
- Teachers and LSAs should work as a team to deliver a mixture of live lessons, Oak National Academy lessons and recorded learning as well as hard copies of the work for those who request it (days to drop off work and expectations will be shared to parents via email / telephone)

➤ Providing feedback on work:

- Work will be completed either online or in hard copy
- Feedback for those working on hard copies will be shared by Tapestry, telephone or email.
- Feedback will be provided via Microsoft Teams or on paper at set times (as shared with parents)
- One child from each class each week will be selected for Celebration Assembly. A reason should be given in detail for them being chosen and should be linked to Summerfield Values.

➤ Keeping in touch with pupils who are not in school and their parents:

- Parents have signalled their preference for email or telephone contact. This should happen at least once a week (twice for vulnerable children).
- Emails will be sent from year group email addresses and should only be actioned during the hours of a normal school day
- Any complaints or Safeguarding concerns should be referred to the SLT and recorded on My Concern as usual
- Failure to complete work or attend online learning should be flagged up with the office team by 9.30am daily who will contact parents immediately, reaffirming expectations and offering support. This will then be reported to the Deputy Headteacher and Headteacher by email for further action.

➤ Attending virtual meetings / lessons with staff, parents and pupils:

- Dress code (as per the Staff Code of Conduct)
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

## 2.2 Learning Support Assistants

When assisting with learning, teaching assistants must be available during their normal working hours and in school.

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 assisting with learning, teaching assistants are responsible for:

- Supporting pupils who are in school with learning. They should:
  - Liaise daily with class teachers
  - Support should be provided using Teams meetings led by the class teachers or, to aid motivation and commitment to learning in school, activities may be planned and led by LSAs in bubbles.
  - If all children are learning from home, the LSA will log on via Teams and will work with the class teacher to support learning, possibly in a breakout room with a group of children (never 1:1 with a single child)

## 2.3 Subject Co-ordinators

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning and providing support to other colleagues
- 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 where appropriate
- Alert 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 – the Headteacher in the first instance
- Monitoring the effectiveness of remote learning –through regular meetings with teachers and subject leaders, reviewing work set and by reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## **2.5 Designated safeguarding leads**

Please see both the Safeguarding and Child Protection Policy and its addendum for further details.

## **2.6 IT staff**

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they are 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 (they may not always be in front of a device the entire time)
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or SLT
- Alert teachers if they are 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 cannot 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 Headteacher in the first instance.

## **4. Data protection**

### **4.1 Accessing personal data**

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

- Access the data on the server in your IT network or as provided by the Headteacher
- Use staff laptops rather than personal devices

### **4.2 Processing personal data**

Staff members may need to collect and/or share personal data such as email addresses, telephone numbers, passwords for children to log in to Microsoft Teams, Purple Mash, etc as part of the remote learning system. As long as this process is necessary for the school's official functions, individuals will not 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)
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Keeping operating systems up to date – always install the latest updates

## **5. Safeguarding**

Please see both the Safeguarding and Child Protection Policy and its addendum for further details.

## **6. Monitoring arrangements**

This policy will be reviewed monthly by the Headteacher and shared via Governor Hub whenever an update has been made. At every Full Governing Body meeting, it will be approved by the full governing board.

## **7. Links with other policies**

This policy is linked to our:

- Positive Behaviour policy and coronavirus addendum
- Safeguarding and Child protection policy and coronavirus addendum
- E-safety policy