

Albert Primary School

Remote Learning Policy



Approved by: Mr A. Gilbert

Date: January 2021

Last reviewed on: January 2021

Next review due by: March 2021

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1) **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 Ensure pupils who are unable to attend school remain fully included within the school community.
- Ensure remote education is integrated into the curriculum as part of our blended learning approach to teaching.

2) **Roles and responsibilities**

2.1 Teachers

Teachers will be available between 9am and 3pm during their normal working days; all reasonable breaks will be built into this time. Teachers will undertake PPA (Planning, Preparation and Assessment) on Wednesday; activities will be still be set for children to complete during this time. If teachers are unable to work due to sickness or caring/ dependent duties they should report this using normal school absence procedures.

During this time teachers will be responsible for:

Setting work:

- Creating a weekly timetable of work for their year group in liaison with year group partners. This will include daily Maths and Literacy activities and topic based learning.
 - Set differentiated tasks for learners, where appropriate.
 - Use a variety of blended learning techniques to support and engage pupils e.g. PowerPoints, videos, exemplar pieces of work, links to other resources.
 - Working as a year group team to ensure the above work is planned and ready.
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Providing feedback on work:

- Pupils will be expected to send any completed work to teachers via Hwb for example Google classroom.
- All work submitted will be acknowledged by the class teacher. Feedback will be given on an individual, group or whole class basis and will be age appropriate.
- Where reasonably practicable, teachers will attempt to respond to any emails/messages from parents/children within two working days of receiving them.

Keeping in touch with pupils and parents:

- Email communication must only be sent during school working hours. Please only send replies between these times.
- Any concerns raised through communications should be brought to the attention of the Senior Management Team, Deputy Headteacher or Headteacher. These concerns should be logged inline with school procedures.
- Pupils not accessing online work will be contacted on a weekly basis via the school telephone or is a personal device is used, only when using a withheld number.
- Record all contacts with parents and add any relevant actions. Example comment 'Telephoned Mum offered support during home learning and I spoke with child who is getting on well. No concerns.' If any teachers have a safeguarding concern they must contact the Safeguarding Team immediately.
- Contact should be polite and encouraging. Teachers must adhere to the social network policy and GDPR protocols. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly. Teachers should not engage in unnecessary 'chat' with pupil.

Virtual meetings, delivering group pastoral or teaching sessions with staff, parents and pupils:

- Teachers are to use Microsoft Teams when providing synchronous learning or attending meetings.
- If using a video platform when attending meetings teachers are to ensure they use and maintain an appropriate background throughout the conversation.
- Teachers must ensure LSAs or another school based colleague are available to attend any delivering of group online sessions.

Please refer to the Welsh Government Live-streaming support and practice guidance - <https://hwb.gov.wales/support-centre/hwb-services/live-streaming/>

2.2 Teaching assistants

In the case of full class/school closure teaching assistants affected must be available between 9am and 3pm on their normal working days; all reasonable breaks will be built into this time. During this time, they are expected to assist with remote learning e.g. attend synchronous learning sessions, check emails and be available when called upon. Teaching assistants will be expected to liaise with their class teacher to support planning and resourcing of differentiated learning. If during this time, teaching assistants are unable to work due to sickness or caring for a dependent they should report this using the normal school absence procedures.

Please refer to the Welsh Government Live-streaming support and practice guidance - <https://hwb.gov.wales/support-centre/hwb-services/live-streaming/>

2.3 Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning – where appropriate review work programmes, monitor online engagement levels and monitor communications between parents and teachers.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Keeping up to date with Welsh Government and local authority guidance relating to remote learning.

2.4 Designated Safeguarding Lead (DSL)

The DSL is responsible for:

Maintaining contact, collating, passing on information and responding to any concerns.

2.5 Pupils and parents

Pupils should:

- Be contactable during the hours of the school day 9am – 3pm, although not always online.
- Seek assistance if they need it, from teachers or teaching assistants.
- Inform teachers if they're not able to complete work

Parents should

- Seek help and clarification if and when needed.
- Support their child and encourage them to engage with their online learning.

- Be considerate and respectful when making concerns known to staff.
- Not record any online group sessions.

2.6 Governing Body

The Governing Body is responsible for:

- Monitoring the school's approach in providing effective learning opportunities to ensure education remains of a high quality.
- Ensuring that staff are reassured that systems used are secure for both data protection and safeguarding reasons.

3) Individual Remote Learning

Occasionally individuals or small groups of pupils may need to self-isolate. Under these circumstances and in the case where children are not attending school due to home life situations, remote learning will be made available via Hwb and through its' associate applications.

4) Who to contact

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

- Issues in setting work – contact the relevant subject lead / ALNCO / SLT member.
- Issues with behaviour – contact the ALNCO / SLT.
- Issues with IT – contact SLT / IT Lead who can contact Vale support if needed.
- Issues with their own workload or wellbeing – contact their line manager/SLT/DH/HT.
- Concerns about data protection – contact DHT / HT or the data protection officer.
- Concerns about safeguarding – contact designated safeguard lead or deputy.

All staff can be contacted via their Hwb email addresses during working hours.

5) Data Protection

5.1 Accessing personal data

When accessing personal data:

- Teachers/LSAs are able to access parent contact details via MyConcern using a secure password. Do not share any details with third parties and ensure MyConcern is logged off when leaving the device unattended. Staff must adhere to the school's Data Protection policy at all times.
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- HT has the ability to locate personal details of families when required through securely accessing SIMS. HT is not to share their access permissions with other members of staff.
- School desktops, laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

5.2 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. Staff must adhere to the school Data Protection Policy at all times.

5.3 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;
- Ensuring the hard drive is encrypted;
- Making sure the device self-locks if left inactive for a period of time;
- Not sharing the device with family or friends;
- Installing antivirus and anti-spyware software;
- Keeping operating systems up to date.

6) Safeguarding

Please refer to the school's Safeguarding Policy and the Welsh Government Live-streaming support and practice guidance - <https://hwb.gov.wales/support-centre/hwb-services/live-streaming/>

7) Monitoring arrangements

This policy will be reviewed by the Headteacher as and when updates to home learning are provided by the Welsh Government or Local Authority. All reviews of this policy will be approved by the Head teacher and Senior Management Team.

8) Links with other policies

This policy is linked to our:

- Positive Behaviour Policy
- Safeguarding Policy
- Data Protection Policy and Privacy Notices
- ICT and Internet Acceptable Use Policy
- Online Safety Policy
- Social Network Policy
- <https://hwb.gov.wales/zones/keeping-safe-online/live-streaming-and-video-conferencing-safeguarding-principles-and-practice/>
- <https://hwb.gov.wales/distance-learning/practitioners/>
- <https://gov.wales/guidance-learning-schools-and-settings-autumn-term-covid-19>
- <https://gov.wales/guidance-supporting-vulnerable-and-disadvantaged-learners>

