REMOTE LEARNING POLICY

Approved by:	Silsden Primary Governing Board	Date: 26th January 2021
Last reviewed on:		
Next review due by:	September 2021	

1. Aims

To outline:

- Our expectations for staff that will not be attending due to self-isolation but that are otherwise fit and healthy and able to continue to support teaching, marking and planning for pupils.
- Our process when due to a confirmed positive case, we are to close a bubble or class

This Remote Learning Policy 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 and provide appropriate guidelines for data protection

Please note that this policy has been created with regard to advice and guidance received from Department for Education (DfE).

2. Roles and responsibilities

2.1 Teachers

Teachers should be available Monday-Friday during usual working hours. Underpinning this approach is an understanding for flexibility as to when teachers can be available. 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.

Teachers are responsible for:

> Setting work:

- Class teachers will provide approximately four lessons per day via ZOOM for their pupils plus Reading. This could be reduced to three inputs for children in EYFS..
- Activities should include one English (either Writing or Spelling); one Maths; and one/two other Curriculum subjects. There should also be good range of the various foundation subjects relevant to the national curriculum set out for the respective year group
- The work must be uploaded using the learning platform (SeeSaw) which is accessible via the school website. All children will have been given their username and password so that they can access the required work for their year group
- Teachers will provide feedback to children once each child has submitted their work via SeeSaw. This should be done as soon as possible after the child has submitted the work.
- The work should be marked keeping in mind the schools marking policy wherever possible.
- Teachers will need to be aware in their marking and comments that as well as the child being the audience, so will the parent and carer and will therefore need to be marked with that in mind, eg jargon and our language which is school linked should be avoided or interpreted for parents to understand
- Teachers are not expected to feedback outside the hours of 8.30am and 4:00pm, but feedback should be given ready for the next lesson. It is not expected for teachers to feedback during the weekends or in a holiday period
- If a parent needs clarification on how to complete the work set, or feedback from the teacher then this should be done via Dojo.
- If a parent or carer has a complaint, this should be referred to the Assistant Headteacher in the first instance, who will advise on how to answer the complaint or may contact the parent in person. If the complaint is of a safeguarding nature, then it should be referred to the DSL/Headteacher or deputy DSL's who will follow the processes as laid down in the schools Safeguarding Policy

- In times of whole school lockdown or bubble closure teachers will maintain a register of which children have been attending their online live zoom lessons and responding to set work on SeeSaw.

- If two days has gone by and no contact has been made by the child or parent in regard to work being set, then the teacher should contact the parent/carer to "touch base" and ensure everything is on track. If there is no contact forthcoming from the parents, then this needs to be conveyed to the DSL/Headteacher and or deputy DSL's who will contact the parent to check everything is well.
- Teachers are entitled to a period of non-teaching time each week to plan, prepare and asses pupils work. The amount of time is dictated by the period of time each week that a teacher is teaching their class. This amount should not exceed 10% of their weekly class contact time. School will not cover this non-contact time when remote learning is in place. The non-contact time will be timetabled and communicated to parents in advance at the start of the remote learning period.

2.2 Teaching Assistants

Teaching assistants should be available during their normal working hours on the days they are normally required 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.

Teaching assistants may:

- Work in school for specific tasks as required by the Headteacher;
- Support class teachers in monitoring all live Zoom lessons and responding to children's work on SeeSaw or in the classroom.
- Undertake remote and/or online CPD training;
- Attend virtual meetings with colleagues.
- Be willing to complete some tasks from home if possible as directed by the class teacher they normally work with

2.3 Subject Leads

Alongside their teaching responsibilities, as outlined above, Subject Leads may:

- Consider whether any aspects of the subject curriculum need to change to accommodate remote learning;
- Work with teachers setting the curriculum subject to make sure work set is appropriate and consistent;
- Work with other subject leads and senior leaders to make sure work set across subjects is appropriate and consistent, and activities are being set at an appropriate distance away from each other;
- Monitor the work set by teachers in their subject – explain how they will do this, such as through regular meetings with teachers or by reviewing work set;
- Alert teachers to resources they can use to teach their subject.

2.4 Inclusion Leader

The Inclusion Leader is responsible for coordinating provision for pupils with SEND across the school as set out within the schools Special Educational Needs Policy. During a period of enforced school closure, they will continue to:

- Lead on liaison with SEND pupils at home and their families;

- Ensure completion of necessary SEND paperwork and/or applications;

2.5 Senior Management Team (SMT)

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the school
- Monitoring the effectiveness of the remote learning activities for example through contact with teachers and subject leaders, ensuring that content is on our wbsite and reviewing the work set.
- Identifying which families may have no access to the internet, or devices and endeavouring to overcome the boundaries to the limited access with collaboration with the families involved.
- In times of school closures the SMT will meet weekly to discuss vulnerable families and consider their engagement with online learning and other safeguarding concerns.

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2.7 Pupils and Parents

Staff can expect pupils to:

- Ensure they are available to learn remotely at the times set by the class teacher, and that their schoolwork is completed on time and to the best of their ability.
- Reporting any technical issues to their teacher as soon as possible.
- Ensure they have access to remote learning material and notifying a responsible adult if they do not have access.
- Notify a responsible adult if they are feeling unwell or are unable to complete the schoolwork they have been set.
- Ensure they use any equipment and technology for remote learning as intended.
- Adhering to the school Behaviour Policy at all times.
- Do some reading every day;
- Seek help if they need it from adult(s) at home;

Staff can expect parents to:

- Ensure their child is available to learn remotely at the times set by the class teacher and that the schoolwork set is completed on time and to the best of their child's ability.
- Report any technical issues to the school as soon as possible.
- Ensure that their child always has access to remote learning material during the times.
- Ensure their child uses the equipment and technology used for remote learning as intended.
- Support their child(ren) as best they are able given their own home circumstances, health and work commitments etc;
- Make the school aware if their child is sick or otherwise can't complete work Ensure an adult is present during every ZOOM lesson
- Seek help from the school if they need it;

2.8 Governing Body

The Governing Body is responsible, including as advised by the DfE, for:

- Supporting staff and pupil wellbeing;
- 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

3. Online safety

Where possible, all interactions will be contextual and public and all staff and pupils using video communication must:

- Only use video lessons when two members of staff are present online.
- If a second member of staff is not available then lessons must be recorded on their computers by the class teachers and saved to Share Point when back in school or remotely. This UPLOAD to Sharepint should be done daily.
- Communicate in groups – one-to-one sessions are not permitted.
- Wear uniform or suitable work clothing – this includes others in their household.
- Be situated in a suitable 'public' living area within the home with an appropriate background – 'private' living areas within the home, such as bedrooms, are not permitted during video communication.
- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute video material without permission.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they are visible.
- Children who are accessing Zoom lessons from school must only be on camera where we have express permission from parents allowing them to do so.
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4. Data protection

4.1 Accessing personal data

When accessing personal data, all staff members will:

- Only use their official school email account and never use personal messaging systems;
- Connect to the school network using only a school remote desktop connection to work with any personal data to ensure that no data actually leaves the school premises.

4.2 Sharing personal data

- Staff members are unlikely to need to collect and/or share personal data.
- However, if it does become necessary, 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;
- Iinstalling antivirus and anti-spyware software;
- Keeping operating systems up to date – always install the latest updates.

6. Monitoring arrangements

This policy will be reviewed annually by the Headteacher. At every review, it will be approved by the Governing Body.

Appendix 1 - Zoom Policy

Please read below our safeguarding guidance for the use of Zoom to support online learning at Silsden Primary School

· Make sure you are familiar with using the platform before starting a meeting.

· Parents/carers should be made aware of the safety aspects explained in this document. As part of this, children should in turn be made familiar with acceptable 'house rules' for Zoom use.

· The meeting's link will only be sent via Dojo email to those with permission and not shared by others.

· Parents/carers of attending children should then be given a meeting ID, meeting password, along with a set date and time for any prospective Zoom meeting.

· At least two members of staff will be present at the meeting, one of whom will be the meeting host, in control of settings. Staff other than the host will be let into the meeting before any students.

· Attending children will need to use the meeting ID and password link to gain entry to the meeting.

· Staff and children must wear school uniform and normal work dress.

· Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred or blank if possible. Cameras MUST be ON at all times during the meeting for safeguarding reasons.

· Children should have a parent/carer present with them in the room throughout the duration of any meeting to assist with work and monitor behaviour.

· Children must use their forenames on their Zoom profile. Access will not be allowed if names are not recognised by the class teacher

· Staff names should be marked as their 'School name' (i.e. Mrs Johnson) when it appears on their Zoom profile.

· Any children in the waiting room who are not part of the registered e-mail entrants shall not be permitted to gain entry from the waiting room.

· Once all attendees are in the waiting room, the meeting should be locked, preventing others from entering.

· Upon entry, attendees should be muted while 'house rules', noted below, are given from the host member of staff.

· Language must be professional and appropriate, including any family members in the background.

· Screenshots of any kind are not permitted, and children or parents MUST NOT record or video any images of the meeting on either the primary or a secondary device.

· No personal information is to be shared.

· Should any safeguarding concern arise during the meeting; the host member of staff has the ability put on hold or disable connection from either an individual or for all attendees. In this instance, staff should follow normal safeguarding guidance on reporting incidents and update CPOMS where necessary.

· After the meeting has finished, should children/parents have any questions/concerns, they will have the opportunity to get in touch with Safeguarding leads, via our usual e-mail system. Moreover, these leads will be aware of the meetings that have taken place.

Our E-Safety / Acceptable Use policy detail further information linked to e-safety.