

Oakfield Short Stay Primary Remote Learning Policy

Agreed by Mgt Comm
To be reviewed

October 2020
July 2021

Aims

This remote learning policy for staff aims to:

- 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

All senior staff, qualified teachers and teaching staff have a responsibility to ensure a continued programme of remote learning for any pupil who is absent from school self-isolating or on longer term medical absence. This includes:

- Teachers
- SENCo/Inclusion Coordinators
- Graduated Practitioners
- HNB's/S2S (to include supporting schools where pupils are being reintegrated under direction of their class teachers)
- Teaching Assistants (as directed by senior leaders)

2.1 Teachers

When providing remote learning, teachers must be available between 8:30am and 3:30pm.

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. Teachers should notify the Assistant Headteacher and Headteacher as appropriate to their usual base of work.

When providing remote learning, teachers are responsible for:

- Setting work:
 - For any pupil who is based in their class or parallel class at the other base in the absence of the substantive class teacher.
 - Work provided needs to be in line with on-site expectations and accounting for the individual pupil's SEMH/SEND plan which will determine whether online support is appropriate, or paper based learning supported by teachers via class Dojo
 - On notification of an absence work needs to be made available for that pupil by midday
 - Where work should be uploaded via class dojo this will be done using the secure logins along with instructions to parents/carers and pupils
 - All teachers will coordinate across the sites to ensure the same coverage for pupils where practically possible is accessible remotely. If required school will provide access to devices to support learning as deemed by senior leaders
 - Teaching staff may use Oak National Academy learning plans to support remote learning in line with short term planning objectives
- Providing feedback on work:
 - Where learning is accessed via Class Dojo teacher are expected to respond within a 24 hour period to support pupils in developing their next steps. Pupils will post pieces of work and comments via Dojo
 - Where learning provided is paper based (subject to and based in individual SEMH/SEND profiles pastoral staff will collect this every 2 days, if this is not accessible via uploading onto Dojo. Every effort will be made to support communications via Dojo
 - Once feedback has been provided pupils are expected to complete any next steps in their learning and access new sessions so that any pupil unable to attend has the same access to learning as their class
 - Any work completed remotely will be used to assess and monitor the progress of pupils and updated in their individual learning plans
- Keeping in touch with pupils who aren't in school and their parents:

- Parents are able to contact school via the school office, by email, family support workers or via Dojo if this is being used to support their child. Social media is not an acceptable form of communication.
- Teachers and practitioners will answer emails/telephone calls within their usual working hours. It is not expected for staff to respond outside of their usual working hours unless they have safeguarding concerns and then usual practice and policy would apply
- Any complaints or concerns shared by parents/carers will be escalated via school policy and practice
- For pupils who are not completing work remotely discussion with teaching staff/SENCo/Inclusion Coordinators/Family Support Worker and familiar adults known to that pupil will work with families to support them and their child in completing and accessing work remotely. However, in doing so we recognise that this may not be in the best interests in supporting that child and could result in escalation of behaviour. Any work that is unable to be completed during the period of remote learning will be assessed once the pupil is back in school and additional interventions will be triggered to by the SENCo/Inclusion Coordinators/Pupil Premium Teacher to ensure no pupil is disadvantaged by any period of sustained remote learning
- Attending virtual meetings with staff, parents and pupils:
 - Where appropriate virtual meetings will be held with parents (this includes the regular 6-8 weeks reviews if a pupil is self-isolating)
 - All staff are expected to comply with school's dress code
 - Meetings will usually be held during school hours and in a suitable location away from distractions/noise

There is no expectation at this stage for lessons to be streamed for individual pupils as teachers and practitioners will be available for pupil and parent support via Dojo.

2.2 Graduated Response Practitioner/HNB's/School to School and Teaching Assistants

When assisting with remote learning, teaching assistants must be available between 9am and 3pm unless on a part time timetable

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.

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

This could include:

- Supporting pupils who aren't in school with learning remotely:
 - Pupils who are supported in different setting but have access to HNB/School to school staff may be required by the host school to input on remote learning plans by their teachers. There is no expectation for staff working in other settings to provide or plan such session themselves. This is the responsibility of the class teachers within the host school
 - For pupils on site at Oakfield support staff will be directed by class teachers or in the absence of class teacher SENCo/Inclusion coordinators to provide remote support. For grade 8 staff, as per PPA cover planning for remote learning is expected.
 - Support will be provided on a per pupil basis and determined by their individual SEMH/SEND profile. Supported and directed by class teacher, SENCo/Inclusion Coordinators and/or Assistant Headteacher remote learning could be paper based, a combination of Dojo and paper based or Dojo accessible. Staff will be directed as to specific resources based around academic profiles and current attainment gaps. Staff will have access to planning to support creation of any materials
- Attending virtual meetings with teachers, parents and pupils:
 - Dress code – as per school policy
 - Suitable locations avoiding areas with background noise, nothing inappropriate in the background)

2.3 Subject leads

Alongside their teaching responsibilities, subject leaders are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Monitoring the remote work set by teachers in their subject through regular meetings with teachers/or by reviewing work set
- Supporting teachers to access 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 – SLT
- Monitoring the effectiveness of remote learning – reviewing work set by teachers weekly, monitoring email correspondence between parents and teachers
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

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 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- 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 – although consider they may not always be in front of a device the entire time
- Endeavour to complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants or any other familiar adult who may be able to assist, e.g. family support workers
- Alert teachers/school office/family support workers if they are not able to complete work

Staff can expect parents/carers 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 (the school website has online links to many learning platforms)
- Be respectful when making any complaints or concerns known to staff

2.8 Management Committee

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 SENCo/Inclusion Coordinator or Assistant Headteachers
- Issues with behaviour – talk to Assistant Headteachers/Headteacher
- Issues with IT – talk to Local Authority IT staff
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DSL

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 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.
- SLT have the ability to locate personal details of families when required through secured servers. SLT are not to share their access permissions with other members of staff.
- School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

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. 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.

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.

This policy is available on our website.

6. Monitoring arrangements

This policy will be reviewed termly by Assistant Headteachers as part of the monitoring cycle with the Headteacher and when updates to home learning are provided by the government

At every review, it will be approved by the Headteacher and SLT and reported to the appropriate Management Committee.

7. Links with other policies

This policy is linked to our:

Behaviour for Learning policy

Child protection policy and coronavirus addendum to our child protection policy

Data protection policy and privacy notices

ICT and internet acceptable use policy

Online safety policy