Remote learning policy

Maids Moreton CE School

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

Maids Moreton CE School is extremely well placed to offer immediate high quality remote education at short notice to either the whole school, individual class bubbles or individuals/groups of children required to self isolate on public health advice. We feel confident we can meet all of the expectations outlined in the government guidance [Sept 2020] and have a proven track record of providing swift, high quality home learning to all our pupils during the first national lockdown.

2.1 Teachers

When providing remote learning, teachers must be available between 8am and 5pm on the days they work. During this time, they will set work, provide feedback to pupils and parents on work completed, monitor pupil progress, upload the following day's work and be on hand to answer parental queries and questions related to the work throughout the day.

NB: In the event of the teacher teaching some children in school and providing home learning to others, the teacher will respond to queries at the end of the school day once the children in school have left. All home learners will receive daily contact from teachers via the Tapestry platform.

When providing remote learning, teachers are responsible for:

- Setting work for children they would normally teach in their class on the days they work:

- Uploading work to Tapestry [our adopted remote learning platform], by 5pm the afternoon before

- Providing a daily maths, English, phonics lesson each morning and a foundation subject each afternoon following the normal class timetable. [The teaching and learning will mirror our full curriculum in school and follow our curriculum content and sequencing. It will be of high quality and equivalent length to that offered in school and cover a full range of curriculum subjects. All teacher will use the same consistent model]. In EYFS, the teachers will set work to mirror that provided in school within the EYFS Curriculum.

- Offering high quality online and offline resources and complementing these with relevant recommended resources such as those from the Oak National Academy

- Encouraging parents to upload evidence of their children's daily work to Tapestry for feedback so that teachers can monitor progress, assess their learning, provide feedback and encouragement and tailor future learning.

- Providing clear instructions and explanations to parents to enable them to support their child in completing the work set as effectively as possible.

- Being on hand to answer parental questions and queries throughout the day during the hours specified.

- Gauging how well pupils are progressing through the curriculum, using questions and other suitable tasks. The expectation is that teachers will check all work and provide feedback on a daily basis.

- Adjusting the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising materials or simplifying explanations to ensure pupils' understanding

- Ensuring all children, including those with SEND and those from disadvantaged backgrounds, will have the support they require to access a broad and ambitious curriculum.

- Providing regular support to and families or children who may be struggling, e.g. through Tapestry dialogue, emails, phone calls.

- Sharing any safeguarding concerns with the DSL immediately.

- Informing the head teacher of any pupils and families not engaging with the remote learning.

- Sharing concerns or complaints made by parents with the head teacher as soon as they arise.

- Bringing to the head teacher's attention any parents who are disproportionately demanding of teacher time or unrealistic in their expectations.

In the event of a national or local lockdown where children are instructed not to attend school, or a prolonged whole class lockdown of over 2 weeks, children will be provided with an individual stationary pack including two exercise books, one squared and one lined

Any pupil identified as not having suitable online access, will receive printed resources (paper-based) or be allowed to borrow a device from the school. Every effort will be made to ensure vulnerable/disadvantaged families are not further disadvantaged by their lack of technology in the household.

Teachers should not and will not be expected to answer emails or respond to Tapestry comments and questions outside of their normal working hours. This will be made clear to parents.

During periods of remote learning, teachers will be expected to attend any virtual staff meetings scheduled. They should ensure they avoid areas in their home with excessive background noise and should dress appropriately for the meeting, although normal work attire will not be necessary.

If teachers 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.

2.2 Teaching assistants

In the event of full or partial, school or class bubble closure, teaching assistants may be deployed in a number ways depending on the circumstances: These include:

- assisting the teacher with the delivery and provision of remote learning, particularly for those pupils identified as requiring catch up and additional interventions.

- providing resources and online instructions to enable pupils to continue with intervention work at home, e.g. speech and language home learning resources.

- supporting key worker children in School if required.

- Supervising class bubbles and facilitating teaching, using planning and resources provided by the class teacher in the event of teacher absence.

Teaching assistants must be available to work their normal weekly working hours.

During periods of remote learning, teaching assistants will be expected to attend any virtual staff meetings scheduled. They should ensure they avoid areas in their home with excessive background noise and should dress appropriately for the meeting, although normal work attire will not be necessary.

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.

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

> Monitoring the remote work set by teachers in their subject by reviewing work set on Tapestry and work submitted by pupils.

> Alerting teachers to resources they can use to teach their subject remotely

2.4 Head Teacher

The head teacher is responsible for:

> Co-ordinating the remote learning approach across the school

> Monitoring the effectiveness of remote learning through virtual meetings with teachers, reviewing the quantity, content and quality of the work set, reviewing the quality of work completed by pupils and reaching out for feedback from parents

> Monitoring pupil engagement with the remote learning and reaching out and supporting families who may be struggling

> Dealing with parental complaints or concerns.

> Supporting teacher wellbeing and making adjustments to the programme offered if it becomes too onerous or unmanageable.

> Supporting teachers with their concerns e.g. if any parents are being disproportionately demanding of teacher time

> Managing parental expectations and supporting teacher wellbeing if teachers are working in school as well as providing remote learning for those at home at the same time.

> Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

Ensuring all the procedures and practises as set out in the Child protection and safeguarding: COVID-19 addendum are adhered to.

2.6 Computing subject leader/Administrator

The Computing Subject Leader and administrator are responsible for:

> Fixing issues with systems used to set and collect work in collaboration with Bucks IT support.

> Helping staff and parents with any technical issues they're 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 [9-3.15pm]
> Complete work to the deadline set by teachers to the best of their ability, taking pride in their work.
> Upload photos and videos of their children's work to Tapestry so that teachers can monitor progress, assess their learning, provide feedback and encouragement and tailor future learning.
> Seek help if they need it, from teachers
> Alert teachers if they're 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 can't complete work
> Seek help from the school if they need it
> Be respectful when making any complaints or concerns known to staff
> Be realistic in their expectations and mindful that the teacher will need to distribute her support and time evenly across all pupils in the class.

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
> Issues with behaviour – talk to the head teacher
> Issues with IT – talk to the Computing Leader or administrator
> Issues with their own workload or wellbeing – talk to the head teacher
> Concerns about data protection – talk to the data protection officer [head teacher]
> Concerns about safeguarding – talk to the DSL [head teacher]

4. Data protection

4.1 Accessing personal data

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

> Access Tapestry through their secure login and password.
> Use their school laptop rather than their own personal devices

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as [such as email addresses] 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)

› 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

An addendum to the school Child Protection Policy has been written to reflect the current situation and shared with all staff and ratified by governors.

6. Monitoring arrangements

This policy will be reviewed every year. At every review, it will be approved by the full governing board.

7. Links with other policies

This policy is linked to our:

› Behaviour policy

› Child protection policy and coronavirus addendum to our child protection policy

› Data protection policy and privacy notices

› Home-school agreement and Covid-19 Home School Agreement

› ICT and internet acceptable use policy

› Online safety [e-safety] policy

Policy written by: Keira Ainsworth, Head Teacher

Date: November 2020

Date policy ratified by governing body: November 2020

Renewal date: November 2023