Thorpepark Academy

Remote Learning Policy

Reviewed By	Approved By	Date of Approval	Version Approved
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1. Our aims for remote learning

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

2.1. Senior management team

The senior management team (SMT) should be available Monday - Friday during their usual working hours. Alongside any teaching responsibilities, senior leaders are responsible for:
➢ Coordinating the remote learning approach across the school.
➢ Liaise with senior leadership team (SLT) and class teachers to ensure provision is available and effective for those affected by school closure / those individual pupils need to isolate.
➢ Monitoring the effectiveness of remote learning via SLT, contact with teachers, subject leaders and feedback from parents and pupils.
➢ Identifying which families may have no access to the internet and endeavouring to overcome the boundaries to the limited access with collaboration with the families involved.

2.2. Designated safeguarding lead

The designated safeguarding lead (DSL) is responsible for:
➢ Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
➢ Setting out measures for keeping the school community safe see Child Protection policy 2020 and Safeguarding Policy COVID Addendum 2020
➢ Ensuring all staff are aware of the updated safeguarding information.
➢ Completing well-being checks with all vulnerable children.

2.3. Phase leaders
- Support phases with creating accessible remote learning content and ensuring deadlines for home learning packs and resources are met each week.
- Provide materials for those individuals who need to isolate
- Liaise with teachers and additional adults to co-ordinate and monitor remote content including the attendance and record keeping of live sessions.
- Ensure non-engagement is followed up in a timely manner and reported to the safeguarding team.

2.4. Teachers
When providing remote learning, teachers must be available Monday - Friday during their usual working hours. If they are unable to work for any reason during this time, for example due to sickness of caring for a dependent, they should report this using the normal absence procedure.

Teachers are responsible for:
- Setting work (Year 1 - 6 teachers):
  - Class teachers will provide at least one Microsoft TEAMS session per day for their pupils
  - Weekly work packs / resource packs will be provided which should include Reading, Writing, Spelling, Maths and Topic relevant to the national curriculum for the respective year group.
  - Work must be set on Purple Mash which is accessible using pupil's individual log ins. Teachers to check pupils have their username and password so that they can access the required work.

- Providing Feedback (Year 1-6):
  - Teachers will acknowledge and provide individual written feedback to pupils once they have submitted their work via Purple Mash. This should be done within 24 hours of the work being submitted by the pupil.
  - The work should be marked as per the schools marking policy and COVID addendum.
  - Teachers are not expected to feedback outside the hours of 8:30am and 4:00pm. It is not expected for teachers to feedback during the weekends or in a holiday period.

- Setting work (FS2):
  - Class teachers will provide 4 daily recorded sessions on tapestry. These will cover Phonics, Maths, Topic and Story time.
  - Sessions will be personalised for the pupils
  - Weekly work packs / resources packs will be provided which should include Phonics, Maths and Topic.

- Providing Feedback (FS2):
  - Teachers in FS2 will monitor parental contributions on Tapestry and provide timely and constructive feedback where appropriate.

- Teachers are entitled to a period of non-teaching time to plan, prepare, and assess pupil's work. The amount of time is dictated by the period of time each week that a teacher is teaching a class. This amount should not exceed 10% of their weekly class contact time.

- Keeping in touch
  - If two days has gone by and no contact has been made by the pupil or parent regarding work being set, then the teacher should contact the parent / carer to "touch base" unless this has been prearranged with the class teacher. If there is no contact forthcoming from the parents, then this needs to be recorded on CPOMS and passed onto the safeguarding team.
  - Responding to emails from pupils / parents on a daily basis during normal working hours.
  - Communicating with families via telephone to explain expectations and provide guidance, support and any welfare.
  - Friday drop-off session for parents to drop off work from the previous week and collect the next weeks pack.

2.5.   Achievement support assistants

Achievement support 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, they should report this using the normal absence procedure.

Achievement support assistants may:
- Support class teachers in monitoring all Microsoft TEAMS sessions and responding to pupil's work on Purple Mash.
- Be willing to complete some tasks from home if possible, as directed by the class teacher they normally work with,
- Attend virtual meetings with colleagues.
- Communicating with families via telephone to explain expectations and provide guidance, support and any welfare.
- If two days has gone by and no contact has been made by the pupil or parent regarding work being set, then they should contact the parent / carer to "touch base". If there is no contact forthcoming from the parents, then this needs to be recorded on CPOMS and passed onto the safeguarding team.

2.6.   Governing Body

The Governing Body is responsible for:
- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible.
- Ensure that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding concerns.

2.7.   Pupils and parents

Staff can expect pupils learning remotely to:
- Be contactable during the school day.
- Complete work to the deadline set by teachers.
- Seek help if required, from teachers or achievement support assistants

➢ Alert teachers if they are not able to complete work.

Staff can expect parents to:
➢ Support their child each day to make sure they have accessed online sessions and submitted tasks.
➢ Alert staff if their child is sick or unable to attend Microsoft TEAMS or submit learning.
➢ Seek help from teachers and achievement support assistants using year group email account the year group number.
➢ Attend Friday drop off session to return completed work and collect work for the following week.

3. Online Safety

Where possible, all interactions will be contextual and all staff and pupils using video communication must:
➢ Be available to attend virtual meetings.
➢ Dress in an appropriate and professional manner.
➢ Select areas to be recorded for virtual meetings carefully: reduced background noise and nothing inappropriate or personal visible. (Blank / neutral backgrounds are ideal to prevent sharing of personal details or information about staff.)
➢ Use appropriate language.
➢ Maintain the standard of behaviour expected in school.
➢ Not record, store or distribute video material without permission.

4. Who to contact

If staff have any questions or concerns, they should contact the following individuals:
➢ Issues in setting work - subject lead, phase leader or SENCO
➢ Issues with behaviour - welfare team
➢ Issues with IT - Report to IT help desk or subject lead
➢ Issues with their own workload - Head of School
➢ Issues with own wellbeing - Head of School or School business manager
➢ Concerns about data protection - Data protection officer - Britta Dickinson-Fry
➢ Concerns about safeguarding - Designated Safeguarding Lead - Lisa Traynor

5 Data protection

5.1. Accessing personal data for remote learning purposes.

All staff members will:
➢ Have read, agreed, and signed terms and conditions of the Acceptable Use Policy.
➢ In the event of remote learning, contact details of pupils in the COVID-19 folder on SharePoint.
➢ Contact details of pupils should not be downloaded onto own personal devices.

5.2. Processing personal data

Staff members may need to collect and / or share personal data such as personal contact numbers as part of the remote learning system. If this processing is necessary for the school's official functions, individuals will not need to give

permission for this to happen. However, staff re reminded to collect and / or share as little personal data as possible online. Personal emails of staff should never be used or shared with parents or pupils; dedicated year group email addresses must always be used.

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 locks if left inactive for a period of time.
➢ Not sharing the device among family or friends.
➢ Reporting any concerns to VENN IT support.
➢ Ensuring antivirus, anti-spyware, operation systems and software is updated regularly by VENN IT support.

6. Safeguarding

Our Child Protection / Safeguarding Policy has been updated to reflect the current situation; an addendum has been added to this policy.

7. Monitoring arrangements

This policy will be reviewed annually by the senior management team (SMT). At every review, it will be approved by the Governing Body.

8. Links with other policies

This policy should be read in conjunction with the following policies:

Child protection / Safeguarding Policy
Acceptable use policy
E-Safety Policy
Marking Policy
Data protection policy
Remote Learning on MSTeams – Venn Workforce Guidance

Remote Learning on MSTeams – Venn Workforce Guidance
January 2021

The remote education provided should be equivalent in length to the core teaching pupils would receive in school and will include both recorded or live direct teaching time, and time for pupils to complete tasks and assignments independently. The amount of remote education provided should be, as a minimum:
> *• Key Stage 1: 3 hours a day on average across the cohort, with less for younger children*
> *• Key Stage 2: 4 hours a day*
> *• Key Stages 3 and 4: 5 hours a day*

Restricting attendance during the national lockdown: schools – 7 January 2021

In light of the guidance above when delivering remote learning online, staff should;

- Maintain usual professional relationship with the pupils.
- Use professional language at all time, being mindful that family members of the pupils may be in earshot of the lesson.
- Maintain normal expectations for pupils, as would be in school.
- Ensure pupils are aware of these expectations when delivering live sessions.
- Challenge any inappropriate behaviour from pupils and report it like it would be in school. For serious concerns it may be necessary to remove the pupil from the online learning activity to ensure the learning of other pupils can progress.
- Not share their screens with the class if it has sensitive data on show (eg SIMS)
- Any safeguarding concerns should be reported to the relevant safeguarding leads using the usual channels.

In addition to the above, if home working and delivering remote learning online, staff should;

- Dress professionally, as per the dress code policy at school when delivering remote learning.
- Ensure there is nothing on show in the room on the camera that could be seen as offensive or inappropriate or else blur your background.
- Ensure other children in the house do not appear on the camera during the session.

As per the Tablet Academy Training, staff should remember to set their settings on MSTeams. This will allow the staff member to be the only person who can bypass the lobby. Pupils cannot enter the virtual room without the staff member. This prevents unsuitable conversations between pupils and the mitigates the risk of online bullying. If staff are aware of any screen shots being taken by pupils, staff must report this to their head of school.

As always when planning and delivering remote learning, please refer to the guidance from the government for specific expectations [Remote education good practice - GOV.UK (www.gov.uk)](www.gov.uk)