

Durham Gilesgate Primary School

Remote Learning Policy

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Contents

1. Aims.....	2
2. Roles and responsibilities.....	2
3. Who to contact	6
4. Data protection	6
5. Safeguarding	7
6. Monitoring arrangements.....	7
7. Links with other policies.....	7

1. 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

In the event of remote learning taking place the following staff will have roles and responsibilities given the situation.

- A) A child or children are absent while they self-isolate, their class / bubble remains in school. (They might be awaiting a test result or isolating because of a family member has tested positive)
 - a. Teacher plans the work that is to be completed remotely and ensures this is delivered
 - b. Teacher or class TA monitors the work
 - c. If the child is absent for more than 1 day then the teacher will ensure that tasks include new learning supported by materials from the Oaks Academy or other quality online resources. If the child is going to be absent for more than a week then the teacher will ensure that there is telephone or TEAMS support taking place on a regular basis.
 - B) A class / bubble is working remotely because of a positive case in school. The teacher has tested positive and is ill.
 - a. A TA or another teacher will step in to make sure that work is delivered to the class immediately. If a TA has taken responsibility then another teacher will check on work and advise on further work that needs to be delivered. That teacher will ensure that there is telephone or TEAMS support taking place on a regular basis to individuals or groups in the class.
 - C) A class / bubble is working remotely because of a positive case in school. The teacher is not ill
 - a. The teacher will make sure that work is delivered to the class immediately and will continue to do so. The teacher will ensure that there is telephone or TEAMS support taking place on a regular basis to individuals or groups in the class.
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- D) The Headteacher and Positive Futures Advisor will ensure that any vulnerable children who are not in school are monitored on a weekly basis through phone class or socially distanced home visits.
- E) The SENCO will ensure that any children with an EHCP is monitored on a weekly basis, they will liaise with the teachers to ensure that appropriately differentiated work is being sent home. They will ensure that the child has access to any learning equipment that is needed for them to access their learning.
- F) Teachers of The Deaf will monitor any HI child who is working from home.

2.1 Teachers

When providing remote learning, teachers must be available for teaching, marking and communication with children and parents between 8:30 and 4:00 directed time will be used for marking.

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 providing remote learning, teachers are responsible for:



Setting work

- o For children in their class. (In exceptional circumstances they may be setting work for other children if the teacher of that class is ill)
- o The amount of work provided is approximately three hours each day in Key Stage 1 and four hours each day in Key Stage 2
- o We expect children to complete the work set for them each day. It is not appropriate for them to miss days and then cram two or more days work into one day or the weekend. Children might miss days work if they are too ill to work but we expect parents to inform us of this, as they would if the child were attending school.
- o Work may be in a paper format if the child is to be absent for a day or so while awaiting a test result. For longer absences Purple Mash will be used as our platform for online learning. Work will be set using this and the internal email will be used for communication. Tasks may link to other resources such as BBC bitesize and the Oak National Academy. Times Table Rockstarts, Spelling Shed and Phonics Play can also be used by staff to support learning. In Key Stage 2 children who have been assigned to Reading Plus will use this to support their reading and comprehension.
- o We hold a list of children who need to loan equipment to help them access remote learning. Families will be identified from this list and equipment will be loaned and delivered. (See appendix 1 loan agreement)



Providing feedback on work

- o Pupils will post completed work in Purple Mash
- o This will be marked and feedback given, children may be asked to redo tasks or edit a response (respond to feedback) Support can be given by 2email within Purple Mash or staff can phone and speak with a child (with an adult present) if they need some verbal support.
- o Marking will be completed in directed time.

- Keeping in touch with pupils who aren't in school and their parents
 - Contact will be maintained with children who are not in school via the 2email system in Purple Mash. If children are not logging in on a daily basis then staff will call to find out why. If work is missed repeatedly then staff will inform the Headteacher that the child is not engaging with learning.
 - Teachers will respond to emails from parents throughout the working day. They will not need to answer emails sent after 5:00pm
- Attending virtual meetings with staff, parents and pupils
 - In any instances where staff are to attend a virtual meeting where they are visible on a screen their dress should be professional. They should be the only person in the room when meetings are taking place, unless that other person was also meant to be the meeting.
 - Staff should endeavour to avoid locations that are inappropriate and where possible should download and use the TEAMS app so that the background can be blurred or a background photo used.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8:30 and 4:00. 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:

- Supporting pupils who aren't in school with learning remotely
 - They might be marking and providing feedback to help a teacher
 - They might be providing some additional support to SEND children
- Attending virtual meetings with staff, parents and pupils
 - In any instances where staff are to attend a virtual meeting where they are visible on a screen their dress should be professional. They should be the only person in the room when meetings are taking place, unless that other person was also meant to be the meeting.
 - Staff should endeavour to avoid locations that are inappropriate and where possible should download and use the TEAMS app so that the background can be blurred or a background photo used.

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 and to support colleagues in identifying the most important parts of the curriculum to focus on.
- Working with senior leaders to make sure work set remotely across all subjects is appropriate and consistent.

- Monitoring the remote work set by teachers in their subject by logging in remotely and sampling work.
- Alerting teachers to 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
- Monitoring the effectiveness of remote learning by ensuring that the right amount of work is being set in line with this policy and by sampling work and children's responses.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for ensuring that any vulnerable children who are not in school are monitored on a weekly basis through phone class or socially distanced home visits.

That communication is maintained with specialist services supporting children.

2.6 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day via telephone or through email
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- 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 – if you know of any resources staff should point parents towards if they're struggling, include those here
- Be respectful when making any complaints or concerns known to staff

2.7 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
- 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 or SENCO
- Issues with behaviour – talk to the DHT or HT
- Issues with IT – talk to K Smithson
- Issues with their own workload or wellbeing – talk to L. Fowler or M. Turner
- Concerns about data protection – talk to K. Smithson and M. Turner
- Concerns about safeguarding – talk M. Turner DSL, or L. Fowler Deputy DSL

4. Data protection

4.1 Accessing personal data

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

- Be able to access information from the secure space in Share Point
- Staff should use work laptops to access personal data. This should be done using a smartphone, tablet or personal computer.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as such as email addresses, and home telephone numbers 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)
- 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
- Using the installed antivirus and anti-spyware software

- Keeping operating systems up to date – always install the latest updates

5. Safeguarding

The school Safeguarding Policy is available on the school website and all staff have a hard copy.

6. Monitoring arrangements

This policy will be reviewed in the spring term 2021 to take account of any changes or obstacles that have been overcome during the autumn term 2020. It will be updated by The Senior Leadership Team. At every review, it will be approved by the Curriculum Committee via a meeting or email response.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy

Appendix 1

Dear Parent / Carer

As part of the schools response to remote education during the pandemic we are pleased to be able to offer a device to your child to support their home learning. **The passcode to unlock this device is 2747.** Please use the Safari App to access Purple Mash, Times Table Rockstars, Spelling Shed and Reading Plus (If your child has a Reading Plus login).

The equipment we are loaning you is identified below:-

Safeguarding

As the device will be at your home the filtering and monitoring systems will not be as comprehensive as the school ones. If a child or adult in school accidentally tries to view something inappropriate in school it is blocked and a message is sent to the head teacher!

To help you keep your children safe please :-

- Supervise your child when they are using technology. This will help them not only to stay safe it will support them with their learning.
- Ensure that the home broadband is filtered. The best way of doing this is to follow the instructions on this website <https://www.internetmatters.org/parental-controls/broadband-mobile/> (Google Internet Matters and follow the links to parental controls) This will reduce the chance of children stumbling across adult content.

- Don't put in any account details linked to your family personal finances (Netflix, Credit Card, PayPal etc...) as it would be difficult to guarantee that details would be wiped if the device was reissued.
- A good child friendly search engine is <https://swiggle.org.uk/> this almost always comes up with useful results with less undesirable content.
- If you have any questions please contact us on the school email.

Please complete the agreement overleaf

Yours sincerely

Mr. M. Turner, Headteacher

As part of the response to the pandemic I agree to the loan of the equipment shown overleaf for the purpose of supporting remote learning, and will ensure that it is returned at the end of the loan period when the child returns to school.

I agree that I will arrange adequate supervision when using the device

I understand that I can contact the school if there are any safeguarding concerns arising from the use of the device.

The loan of this equipment is strictly on a short term basis. If it is agreed that if the loan period is extended the conditions and acceptance of this agreement will carry forward.

It is important that you or anyone else in your household do not delete existing software or load additional software or inappropriate material onto the equipment loaned.

The equipment loaned is restricted to educational, health and welfare usage. It is being loaned to ensure that your child/children can access home learning only.

If we have provided a WiFi package then this data is limited and is for school work only.

Please do not use this equipment with your personal details as the equipment may be loaned to other families at a later date.

All equipment including cables etc must be returned at the end of the loan period.

You must make every effort to ensure that the equipment is not lost, damaged or defaced in any way. You may be held liable for any replacement or repair costs. Any loss or damage must be notified immediately to school.

Child's Name

Parent / Carer Name (PLEASE PRINT)

Parent / Carer SignatureDate

Loan Period from _____ to _____