



HOOK JUNIOR
SCHOOL

Remote Learning Policy

2020-2021

Date Reviewed:	Implemented September 2020 Updated January 2021
Next Review:	September 2021 or earlier dependent on DfE guidelines and changes
Review Cycle:	Annual
Reviewing committee:	SLT
Lead Governor Responsible:	Darren Myles (Curriculum Governor)
Reviewers:	SLT, staff and FGB
Linked Policies:	Attendance policy Behaviour policy Child protection policy and coronavirus addendum to our child protection policy Safeguarding Policy Staff Code of Conduct Data protection policy and privacy notices Home-school partnership agreement ICT and internet acceptable use policy Online safety policy Home Learning Policy Staff dress code Acceptable use policy Teaching and learning policy Feedback for learning and marking policy
Policy is based upon:	DFE Guidelines
Ratification Date:	
Signed by Headteacher:	
Signed by Chair of Governors:	

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1. Aims

This remote learning policy for staff aims to:

- › Ensure consistency in the approach to remote education for pupils who are not in school
- › Ensure consistency in the approach for home learning
- › Ensure continuity of education and provision during pupil self-isolation, class or school closure
- › Set out expectations for all members of the school community with regards to remote education
- › Provide appropriate guidelines for data protection

2. Roles and responsibilities

2.1 Teachers

When providing remote learning for the **whole class** in case of a class or school lockdown, teachers must be available between 8.00am to 5.00pm.

When supporting **a child** who is having to isolate with remote learning, teachers will respond within their working days between 8.00am to 5.00pm. Teachers will upload work and respond within 24 hours of the child's first day of absence.

When providing home learning via Seesaw, teachers will set home learning on the agreed days for their year group.

If teachers are ill and unable to work they will not be able to upload or respond to remote learning. Another teacher or LSA/HLTA will act in their absence.

When providing remote learning, teachers are responsible for:

- › Setting work for all pupils
 - Providing work for their class or classes and supporting with the setting of work for the year group
 - Liaising with the Team Leader when setting and uploading work to ensure consistency across classes
 - Ensuring work is appropriately pitched for all pupils, differentiating learning as appropriate
 - Providing teaching and work to support learning in accordance with the agreed daily class timetables and the school curriculum
 - Providing home learning remotely, set each week in line with the Home Learning Policy

- Work is to be uploaded onto Seesaw by 5.00pm the day before a school or class lockdown. For home learning it will be uploaded to Seesaw by 3.00pm on the day according to the year group home learning timetable
 - Teaching videos will be provided daily for classes who are in lockdown through Seesaw, along with a morning video and a weekly live class meeting session
 - For individual children who are self-isolating (not a class or full school lockdown) , work is to be uploaded within 24 hours of the first day of absence
 - For children who cannot access Seesaw, a device will be loaned to support with continued learning at home
- Providing feedback on work
- Log on to Seesaw daily and review pupils' learning when remote learning is taking place
 - Respond to children's remote learning (whether for individual pupil, class or full school closure) within 24 hours during the working school between the hours of 8.00am - 5.00pm
 - Feedback for remote learning will be via Seesaw. This may include asking or answering questions, providing constructive feedback, recording verbal response or a teacher modelled response, giving further explanation or giving the piece of work a 'thumbs up'
 - Communicate with parents if remote learning or home learning is not being completed
- Keeping in touch with pupils who aren't in school and their parents:
- Communicate through Seesaw when responding to children's learning
 - If after 24 hours a child is not responding or completing their remote learning, teachers will, contact the family via Seesaw, or phone to see if support is needed and to check on the welfare of the child.
 - Enable access via Seesaw by supporting with loaning devices. Only in very exceptional circumstances, where loaning devices is not possible or available, will work books may be provided.
 - Communicate within working hours. Teachers are not expected to contact children or families outside of the normal school working hours of 8.00am - 5.00pm weekdays.
 - Record any safeguarding concerns onto CPOMs and notify the DSL or DDSL immediately
 - Seek advice from Team Leaders or the Senior Leadership Team regarding any concerns or complaints when appropriate
- Attending virtual meetings with staff, parents and pupils:
- Meetings should be held in agreed working hours during week days
 - Wear appropriate clothing, as set out in the staff dress code
 - Hold the meeting in a suitable space with minimum background noise and with an appropriate, neutral backdrop

2.2 Team Leaders

Alongside their teaching responsibilities, Team Leaders are responsible for:

- Setting work for all pupils within their year group:
- Liaising with SLT and other Team Leaders to ensure that work set is consistent across the school
 - Directing class teachers to ensure appropriate teaching and work is set, for remote and home learning
 - Ensuring work is set and uploaded on time for all classes and pupils, with differentiated work set as appropriate

- Supporting class teachers to identify children who cannot access Seesaw and liaising with staff to provide alternative solutions
- Monitoring:
 - Monitoring the remote response and feedback to learning for classes within the year group, at least once per week
 - Offering guidance and instruction to ensure the responsibilities outlined above are being met
 - Sharing monitoring with SLT
- Supporting with parent/carer communication, questions and queries:
 - Support teachers with parent communication, questions and complaints
 - Seek advice and support from SLT to address questions, issues or complaints

2.3 SENDCo (SEND children) and Pastoral and Inclusion Leader (for children who are vulnerable or disadvantaged)

When providing remote learning, the SENDCo and the Pastoral and Inclusion Leader are responsible for:

- Ensuring all pupils have access to appropriate learning:
 - Identifying pupils who do not have access to Seesaw and ensuring alternative provision is sourced and provided
 - Working with parents to support children in having an appropriate place and time to complete their remote learning
 - Agreeing appropriate provision, whether this be at home or in school, for the most vulnerable children in the event of a class or full school lockdown
 - Supporting class teachers to set appropriately challenging, differentiated learning to support pupil needs
 - Organising interventions and additional support, where appropriate, in line with normal school practice that can be provided virtually (via phone or video) during lockdown or individual isolation
- Monitoring:
 - Monitor the quality of remote learning and feedback for SEND, specific pupil groups and vulnerable children at least once a week
 - Offering guidance, instruction and support to ensure the responsibilities outlined above are being met
 - Share monitoring outcomes with SLT and take action to support pupils, teachers and parents as a result
- Supporting with parent/carer communication, questions and queries:
 - Agree with parents/cares and/or individual children (who are SEND, vulnerable or disadvantaged) a communication plan in the event of a pupil self-isolating, class or full school lockdown.
 - Maintain daily contact with the children and/or parents in accordance with the agreed communication plan
 - Keep a record of parent/carer communication and alert SLT if communication is not able to be made
 - Act in accordance with the Child Protection Policy on any concerns
 - Support with the response to parent questions and complaints as appropriate

2.4 Learning Support Assistants and Higher Level Teaching Assistants

When assisting with remote learning, LSA/HLTAs will be available during their normal agreed working hours during week days.

If they are absent or unable to work for any reason they will report this using the school absence procedure.

When assisting with remote learning, LSA/HLTAs are responsible for:

- Supporting pupils to learn remotely under the direction of the Team Leader or class teacher:
 - Supporting to provide differentiated work for pupils
 - Responding to pupils work on Seesaw
 - Running interventions remotely, in line with normal school practice
- Attending virtual meetings with teachers, parents and pupils – cover details like:
 - Meetings should be held in agreed working hours
 - Appropriate clothing should be worn, as set out in the staff dress code
 - Hold the meeting in a suitable space with minimum background noise and with an appropriate neutral backdrop

2.5 Subject leaders

Alongside their teaching responsibilities, subject leaders are responsible for:

- Considering and adapting any aspects of the subject curriculum to accommodate remote teaching and learning
- Working with teachers to make sure all work and teaching for the subject is in line with the school curriculum plan, is appropriate and consistent across year group classes
- Monitoring the remote teaching and learning set for their subject and the subsequent feedback on the work set, then feeding back to SLT, Team Leaders and teachers as appropriate
- Monitoring the quality of home learning for their subject and making any necessary improvements
- Monitoring the quality of teaching and learning provision and outcomes for their subject via remote learning
- Alerting teachers to resources they can use to support with the teaching of their subject remotely

2.6 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 and home learning, such as through regular meetings with teachers, team leaders and subject leaders, reviewing work set and reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Monitoring overall quality of the remote learning curriculum and its provision
- Monitoring pupil outcomes and achievement as a result of remote learning

2.7 Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL)

- › Be available during working hours to respond to any safeguarding queries or concerns
- › Where possible, one trained DSL/DDSL will be available on site. Where this is not possible, a trained DSL or DDSL will be available via telephone
- › Updating, managing and monitoring access and use to the school online safeguarding management system (CPOMs)
- › Liaising with children's social workers where they require access to vulnerable children and / or to carry out statutory assessments in school
- › Report any safeguarding concerns to the appropriate bodies in line with the school's Child Protection Policy
- › Continue to engage with social workers and attend all multi-agency meetings, which can be done remotely
- › Support staff to act in line with the Child Protection policy and Safeguarding policy and advise accordingly

2.8 School Business Manager and Administration Assistants

The Business Manager and Administration Assistants are responsible for:

- › Accessing and responding to Admin emails, phone calls, issuing parent emails and texts
- › Fixing issues with systems used to set and collect work
- › Helping staff and parents with any technical issues they are experiencing
- › Supporting with the loan of devices for children who cannot access Seesaw
- › 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
- › Downloading weekly reports from Seesaw
- › Providing staff with technical support

2.9 Pupils and parents

Staff expect **pupils** who are learning remotely to:

- › Be contactable during the school day
- › Complete work to the deadline set by teachers
- › Seek help if they need it, from teachers or LSAs or HLTAs
- › Alert teachers if they're not able to complete work
- › Discuss any concerns with their teachers
- › Follow the agreements for pupils set out in the Home School Agreement

Staff expect **parents** with children learning remotely to:

- › Make the school aware (either via Seesaw, email or phone call) if their child is sick and therefore unable to complete remote learning, following the school's usual absence procedures
- › Support their child to access, complete and upload remote learning, providing a suitable place for children to be able to focus on their learning
- › Seek help from the school if they need it by contacting the school office and asking for help or leaving a message for the class teacher on Seesaw

- › Make concerns or complaints known only to the relevant member of staff via Seesaw, admin email or phone call (not via social media) and be respectful when doing so
- › Continue to adhere to all agreements set out in the Home School Agreement for parents

2.10 Governing body

The governing body is responsible for:

- › Monitoring the school's approach to providing remote learning to ensure education remains consistent, of high quality and in line with DfE guidance, Hampshire guidance and school policies
- › Ensuring that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

3. Who to contact

If parents have any questions or concerns during remote learning, they should contact the following individuals:

- › Child Protection and Safeguarding – Mrs Martin (Headteacher and Designated Safeguarding Lead) or Mrs Bailey, Miss Carne or Miss Smith (Deputy Designated Safeguarding Leads)
- › Content of pupil work, support for pupil learning – class teachers or team leaders
- › Pupil behaviour or mental health – class teacher, team leader or Miss Carne (Pastoral and Inclusion Leader)
- › Technical support to access or log in to remote learning – Mr Grant (School Business Manager), Mrs Stokes or Mrs Sidhu (Admin Assistants)
- › Concerns about data protection – Mr Grant (School Business Manager)
- › SEND (Special educational Needs and Disability) – Miss Smith (SENDCo)

4. Data protection

4.1 Accessing personal data

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

- Access the data in Seesaw using school owned devices, especially where files are being downloaded that may contain information that will identify an individual (e.g. a piece of homework that includes personal information)
- Where a school device is not available, staff must ensure that their session is closed (they logout) in order to prevent another person accessing their Seesaw account; staff must also refrain from downloading files, or ensure that after reviewing them they have been appropriately removed (deleted from the disk and / or clearing their browser cache)

4.2 Processing personal data

Staff members are not required to collect and/or share personal data such as personal emails (personal emails should not be used, staff are only to communicate via school email addresses) as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals will not need to give permission for this to happen.

Parents have granted their consent for us to provide access to Seesaw using their child's name.

Staff are to maintain professional conduct, boundaries and behaviours at all times with remote learning.

Staff are not to provide or share personal data online, this includes in written, spoken or visual form (via recordings).

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

5. Safeguarding

The Child Protection Policy and Addendum, September 2020 and the Safeguarding Policy 2020-2021 can be accessed by all via the school website. Staff can also access it via the school network.

6. Monitoring arrangements

This policy will be reviewed annually by Mrs Bailey (Curriculum Leader). At every review, it will be approved by the Senior Leadership team before being ratified by the Governing body.