

# Remote Learning Policy

St Wilfrid's RC Primary



Approved

Date : January 2021

Last reviewed on: January 2021

Next review due by: Ongoing

## 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
- Ensure pupils not in school do not miss out on learning

## Roles and responsibilities

### Senior Leaders

Senior Leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning
- Monitoring the security of remote learning systems including data protection and safeguarding
- If staff are unwell and unable to provide remote learning, senior leaders will take responsibility for this.

**Designated Safeguarding Leads** will continue to monitor safeguarding concerns. Staff will continue using CPOMS system. (See Child Protection and Safeguarding Policy for further details)

### Teachers

When providing remote learning, teachers will be available between 9.00am- 12.00 and 1.00pm-3.00pm on Monday - Friday.

(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 and SLT will support the delivery of lessons.)

When providing remote learning, teachers are responsible for:

#### **Setting work:**

##### **1. Individual self-isolation**

Work Packs provided from school. Completed work to be uploaded or emailed to school for staff to provide feedback.

All pupils will have online reading assigned to them on Rapid Reading.

All pupils will have access to a variety of online resources including Purple Mash, Maths Whizz and Active Learn.

Teachers may refer to activities from National Oak Academy, White Rose Maths or BBC Bitesize.

Links to these resources can be on Parents page of school website. [www.st-wilfrids.durham.sch.uk/](http://www.st-wilfrids.durham.sch.uk/)

## **2. Lockdown/Whole class/school self-isolation/**

Each day there will be an English (including phonics) & Maths lessons work shared using pre-recorded videos. These videos will be shared via Dojo.

A physical challenge or activity will also be shared. School will provide work each day.

### **English & Maths**

The class teacher will provide lesson input for English (including Phonics) and Maths each day - via pre-recorded videos (to enable pupils to access at any time of the day if they are sharing technologies at home.)

All pupils will have online reading assigned to them on Active Learn.

Activities uploaded for access at home. On a Monday packs with hard copies of work will be available from school. Staff will upload pictures and documents for home learning - most work should be accessible without the pack if they can't be collected.

### **Other Subjects will also be offered - RE, Science & Foundation Subjects**

**RE** - Home learning packs from the Diocese to be shared with pupils. Staff can be messaged if further advice needed.

**Science** - lessons delivered weekly on Zoom or video with activities for pupils to complete.

Resources shared (hard copies available from school)

### **Other Foundation Subjects**

**History/Geography** - one lesson each week shared (Zoom or Powerpoint or pre-recorded teaching video)

Activities uploaded to be completed.

**Art/DT** - one lesson each week shared (Zoom or Powerpoint or pre-recorded teaching video)

Activities uploaded to be completed. (Teachers will be mindful of resources people may have at home)

*Other subject areas including French, Music or PSHE will be shared weekly.*

### **Zoom Sessions**

Teachers will offer Zoom sessions to support learning. At least 3 sessions each week will be offered to the whole class. Smaller group sessions may be offered for specific teaching or support. We do not want to disadvantage children who have less access to technology.

A Zoom meeting is a school lesson and should be treated like one - bad behaviour will not be tolerated. Pupils may be sent out of the session and parents will be contacted.

- No screen shots, videos or pictures are to be taken of the sessions.
- Children should be dressed appropriately
- Food should not be eaten during the lesson including no chewing gum.
- Children should be respectful of each other and their teachers
- No messaging on social media sites during the session
- Whenever possible pupils should be in a quiet space at home, be sitting up ready to work.
- Pupils camera must be on at all times (if you do not have a working camera please contact school)

- Any family members in the room should also be dressed and please be aware of language or topics of conversation while your child is online in a lesson.

### **Completed Work And Feedback**

Completed work can be uploaded to the Class Dojo portfolio. Staff will acknowledge work and give appropriate feedback. This will be given within 24 hours of receipt on a school day. If work is uploaded on a weekend feedback may not be given until the following week. Parents have been informed feedback will not be immediate and messages out of normal school hours may not get an immediate response.

**IF PUPILS DO NOT ENGAGE WITH HOME LEARNING TEACHERS WILL MAKE CONTACT VIA CLASS DOJO OR TEXT.**

**IF THIS IS UNSUCCESSFUL PHONE CALLS WILL BE MADE AND THEN SENIOR LEADERS WILL BE NOTIFIED.**

### **Concerns**

If parents have concerns during home learning they can contact the class teacher via Class Dojo or text. School Email ([stwilfrids@durhamlearning.net](mailto:stwilfrids@durhamlearning.net)) will also be monitored.

Phone messages will be checked on each school day and staff will respond to enquiries.

### **Support Staff - HLTAs and TAs**

When supporting remote learning, staff will be available between 9.00am- 12.00 and 1.00pm-3.30pm

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, school will make other arrangements for the supporting of learning.

When supporting remote learning, staff are responsible for:

Supporting pupils who are not in school with learning:

When requested by Head teacher / Class teacher / SENDCO

They will liaise with class teachers to support planning and resourcing differentiated learning

They will help keep in contact with pupils who may organise 1:1 or small group sessions. This could be by email / text or online platform (Zoom)

### **Subject leads & SENDCO**

Alongside their teaching responsibilities,

**Subject leads** are responsible for:

- Keeping overview of work delivered through remote learning over time.

**SENDCO** is responsible for :

- Ensuring appropriate work is provided for those pupils who receive 1:1 support or have specific additional needs.
- Keep overview of work being delivered to SEND pupils

## **Pupils and parents**

Staff can expect pupils learning remotely to:

- Be contactable during the school day 9am-3pm
- Complete work set by teachers
- Seek help if they need it, from teachers or teaching assistants
  - Alert teachers if they are unable 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 and timely when raising issues or concerns known to staff

## **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 and is integrated into the wider curriculum design
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

## **Who to contact**

If staff have any questions or concerns about remote learning, they should contact:

- Issues in setting work - talk to relevant subject lead or SENDCO
- Issues with behaviour - talk to the Head teacher
- Issues with IT - IT support staff
- Issues with their own workload or wellbeing - talk to the Head teacher
- Concerns about data protection - data protection officer (Linda Nicholls)
- Concerns about safeguarding - talk to one of the Designated Safeguarding Leads.

## **Data protection**

### **Accessing personal data**

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

- Teachers can access parent contact details through school system and Safeguarding Leads have access on CPOMS.
- Only School hardware should be used by staff to communicate and store data. All these devices should be password protected.

- Staff mobile phones should not be used to provide remote learning.

### **Processing personal data**

- Emails - use school messaging service to engage with parents.
- All logins for Class Dojo have been approved by parents.

Any issues with personal data - contact GDPR Lead Linda Nicholls.

### **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

### **Safeguarding**

*See Child Protection and Safeguarding Policy*

### **Monitoring arrangements**

This policy will be reviewed as and when updates are needed by Miss J Sands (Head teacher)

At every review, it will be approved by Mrs A Wake (Chair of Governors)

### **Links with other policies**

This policy is linked to our:

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