

# Butler' Hill Infant School

## Remote Learning Policy



Approved by: SLT, all staff

Last received on: 8.1.21

Next review due by: 8.1.2023

**Date:**

### Aims

1. This remote learning policy for staff aims to:
2. Ensure consistency in the approach to remote learning for pupil who aren't in school.
3. Set out expectations for all members of the school community with regards to remote learning.
4. Provide appropriate guidelines for data protection

### 2. Roles and responsibilities

#### 2.1 teachers

When providing remote learning, teachers must be available between 8.30-4.30pm.

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.

Teachers/TA's who are full/part time are to work their contracted hours if needed.

When providing remote learning, for a whole class/year group due to isolation, teachers are responsible for:

#### Setting work

- Work needs to be set on Monday am for teachers own year group/class
- Work set needs to follow the class timetable as much as possible. Each day lessons need to be set for reading/phonics/English/Maths and the wider curriculum. If class/classes are in school the work set for home needs to match what is being taught in school as much as possible
- Work needs to be set by 8am This can be posted the night before or over the weekend.
- Work should be set on class Dojo in a way that parents can access it.
- The weekly timetable should be accessible on class dojo and the school website
- Teachers to make use of BBC Bitesize, the Oak Academy, Phonics play and other educational websites
- Teachers who are isolating are still to take their PPA time when it is time tabled for them. Teams can be used for PPA staff meetings and workshops.
- Paper copies of work can be collected or delivered to children who require them. These can be sorted by year group teachers/TAs who are still in school.

## **Providing feedback on work**

- Work completed by pupils can be uploaded on to their profile section on Class Dojo or paper packs can be handed in
- Feedback can be given on pupils profiles or written feedback provided for paper packs
- Teachers are only expected to provide feedback within 24 hours of receiving

## **Keeping in touch with pupils who aren't in school and their parents:**

- Class Dojo is the best way for parents and pupils to keep in contact with class teachers during an isolation period.
- Teachers are also to ring children with additional needs at least once per week
- Teachers are not expected to message parents/children outside of the working day.
- Complaints or concerns shared by parents and pupils should be dealt with by the class teacher first and shared with a member of SLT. If a parent is still not happy, the schools complaint procedures should be followed.
- Safe guarding concerns are to be reported in the same way they would be in school following the safeguarding policy.
- If a child is not completing work, a private message is sent via Dojo if possible to the pupil's parents, if there is still no response teachers are to ring parents on the phone provided by the school. If there is still no work after 1 week teachers are to report it to a member of SLT.

## **Attending virtual meetings with staff, parents and pupils:**

- Staff are to choose a suitable location for virtual meetings
- Staff to attend unless unwell

## **Setting work for individuals who are self isolating:**

- Teachers are put on a class planning and resources for the following week by Friday
- Teachers to put a weekly timetable on their so parents know what subjects to do on what days.
- This will match what the other children will be doing in school
- Teachers to ring parents at beginning of isolation period and offer them a pack to be delivered of work. Again, this matches the schools learning.

## **Subject leads**

Alongside any teaching responsibilities, senior leaders 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.
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and constant
- Alerting leaders to resources they can use to teach their subject remotely.

## **Senior Leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school- Year group leads need to monitor this
- Monitoring the effectiveness of remote learning- through regular meeting with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents.

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

## **Designated safeguarding lead**

### **THE DSL is responsible for:**

- Up keeping the school safeguarding policy and ensuring that children at home are kept safe and secure.
- Maintaining contact with staff who are providing home learning to ensure that safe guarding considerations

## **SENDCO**

The SENDCO are responsible for:

- Informing staff of any known issues and any outside agencies that are involved with pupils who are working remotely
- Maintaining contact with staff who are providing home learning to ensure that SEND pupils are engaging work and that it is an appropriate level.
- Provide extra support for pupils who are providing home learning – for example daily contact with parents

## **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 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
- Be respectful when making any complaints or concerns known to staff.

## **Governing body**

### **The governing body is responsible for:**

- Monitoring the schools 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 a member of SLT
- Issues with IT- Atom
- Issues with their own well being or workload-talk to A.Elkington, J.Castle, V.Siddons

- Concerns about safeguarding-talk to DSL

## 4. Data Protection

### 4.1 Accessing personal data

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

- Access school data via SIMS/School office
- School devices they should be used to access the data where possible

### 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses and phone 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 them permission for this to happen.

However, staff are reminded to collect/ or share as little personal data as possible online

### 4.2 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 long with a combination of upper and lower case letters and special characters.
- Ensuring that files are stored somewhere safe
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Keeping operating systems up to date

## 5. Monitoring arrangements

### This policy will reviewed annually

A every review, it will be approved by a member of the governing body

- 5. Links with other policies

### This policy is linked to our:

- Behaviour policy
- Child protection policy Data policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy
- Communications policy
- Teacher workload appendix
- Wellbeing policy
- Teaching and learning
- Remote learning Guidance for Parents.