

# **KILLYLEA PRIMARY SCHOOL**

**Small School...BIG Opportunities!**



## **REMOTE LEARNING POLICY**

**JANUARY 2021**

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# 1.AIMS

This Remote Learning Policy 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 unable to attend school remain fully included within the school community.
- Continue to ensure that every child receives the best education the school can provide them.
- Ensure that remote education is an integrated and essential part of the curriculum alongside classroom teaching, or if required, during a period of isolation or lockdown.

## 2. ROLES AND RESPONSIBILITIES

### 2.1 Teachers

When providing remote learning, teachers must be available between 9am and 4pm on their normal working days.

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 :**

- Teachers will provide work for pupils using the online platform of Seesaw supported by a printed "learning pack" of resources/worksheets
- Remote learning activities will include daily mental maths, phonic activity, reading and two other activities e.g. Literacy/Numeracy/Topic/Art with additional/optional online links/Seesaw activities
- The work will be set the day before it is due.
- Teachers will provide a daily/weekly overview of all work to be completed

#### > **Providing feedback on work:**

- Teachers will identify which piece[s] of daily work they want pupil to upload for feedback
- Teachers will either provide a written or oral comment [via record facility]
- Staff will endeavour to give feedback as soon as possible on the day the work is submitted or the following day if submitted after 4pm. [Staff working within the school hub may not be able to provide feedback on the date it is submitted].
- Feedback will be given in line with our "Effective Feedback" Policy

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

- Teachers will keep in touch with pupils via Seesaw and parents via Seesaw, email and phone.
- Teachers will not respond to messages sent outside 9am – 4pm but will respond the following day.
- Teachers will handle any concerns or complaints shared by parents and pupils, in the first instance. Any unresolved issues will be referred to the principal. For any safeguarding concerns, refer to the section below.
- If a pupil is not engaging i.e. uploading requested work, teachers will make contact initially by Seesaw and then by phone. If still not engaging, the principal will make contact via phone/email. Staff will support families to encourage pupils to engage. If pupils still do not engage their attendance will be marked as an "unauthorised absence".

#### > **Providing support to pupils within school**

- Teachers will be on a rota to supervise learning through learning packs and access to Seesaw teacher videos/online links.

#### > **Ensuring a work-life balance during remote learning**

Working from home can provide its challenges especially when the working day is not as clearly defined as when teachers are working in school and have a tangible end to the school day. A work / life balance is important to ensure both sustainability and the physical and mental health of the teacher.

Below are some pointers to working from home effectively –

- ❖ Set a clear timetable for work and ensure that parents and other staff are aware of the times you are working and when you can be contacted.

- ❖ It may be advisable not to have Seesaw or school email on your personal phone as it can be difficult to avoid answering messages when your working day has ended. Borrowing a school iPad or laptop may be a better solution.
- ❖ It can be useful to set an 'out of office' reply to your emails so people know you will respond to them when you back at work.
- ❖ Set a definite working pattern and ensure you have appropriate breaks and leave the office at home. A walk in the middle of the day can also improve your mental health and also your efficiency as you have had a chance to recharge.
- ❖ Avoid answering messages or requests outside your normal working hours unless it is a matter which you feel is an emergency and cannot wait.

## 2.2 Classroom Assistants

When assisting with remote learning, teaching assistants will primarily support pupils within school.

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.

Responsibilities:

- Supervising learning of key workers' children/vulnerable pupils through learning packs and access to Seesaw teacher videos/online links
- Phone calls to designated vulnerable pupils
- Preparation of resources for home learning at the direction of the class teacher/principal

## 2.3 Principal

Alongside teaching responsibilities, the principal is responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning through regular meetings with teachers and classroom assistants, reviewing work set and feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## 2.4 Pupils and parents

Teachers can expect pupils learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers
- Alert teachers if they're not able to complete work

Teachers 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 concerns or complaints known to staff

## 2.5 Board of Governors

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible.
- The Principal will keep Governors informed of how remote learning and engagement is taking place.
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

### 3. DATA PROTECTION

#### 3.1 Accessing personal data

- If necessary, teachers be able to access parent contact details by contacting the Principal
- Teachers will not share any personal details with third parties.
- School laptops and iPads are the school’s preferred devices to be used when accessing any personal information on pupils.

#### 3.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses, 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 is reminded to collect and/or share as little personal data as possible online.

#### 3.3 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. This is the case with school computers and laptops.
- 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. This will require school computers and laptops to be brought to school and plugged in to the C2K system for updates.

### 4. SAFEGUARDING AND LINKS TO OTHER POLICIES

Please refer to Child Protection, Online Safety and other Safeguarding Policies [see below].

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

### 5. POLICY REVIEW and MONITORING ARRANGEMENTS

This policy will be reviewed and updated in line with any Department of Education guidance updates and was written with guidance from “Features of Effective Practice in Remote Learning”, DENI.

In line with our Policy review procedures this policy will be reviewed by September 2021 by the school’s Board of Governors.

KILLYLEA PRIMARY SCHOOL’S REMOTE LEARNING POLICY		
Approved by:	Board of Governors	[Date]
Last reviewed on:	NEW POLICY JANUARY 2021	
Next review due by:	September 2021	