



Leen Mills Primary School

Remote learning policy

Reviewed: October 2023
Next Review: October 2025

1. Aims

We recognise that for each child and each household remote learning will be different.

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

2.1 Teachers

When providing remote learning, teachers must be available between 8:40am and 3:15pm. Teachers and TAs are to have an hour for their lunch and a 25min break.

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/TAs who are part time are to work their contracted hours.

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

➤ **Setting work**

- Work needs to be set Monday - Friday for teachers own class or Year group (if teachers are unwell)
 - Work set needs to follow the in class timetable as much as possible. Each day lessons need to be set for reading/phonics, English, Maths and the wider curriculum. If one class in the year group is still in school, the work set at home needs to match what is being taught in school as much as possible.
 - Work needs to be set by 8:40 am each morning. This can be posted the night before or on the day.
 - A weekly planner / timetable to be shared with parents.
 - Work should be set onto class Dojo in a way that parents can access it. i.e converting Active Inspire flipcharts to PowerPoints.
 - Teachers are to make use of videos, BBC Bitesize, the Oak Academy and White Rose maths.
 - Teachers can use Times Table Rock Stars and Spelling shed to set extra challenges for pupils.
 - Teachers who are isolating are still to take their PPA time when it is timetabled for them. Teams can be used to have PPA with the rest of the staff in your year group.
 - Paper copies of work can be delivered to children who require them. These can be sorted by year group teachers who are still in school.

➤ **Code of conduct for Live lessons**

- Ideally, there should be two members of staff at each live lesson
- Sit against a neutral background
- Avoid recording in your bedroom if you can (if that's not possible, use a neutral background)
- Professional dress should be worn
- Close other tabs on your browser so the child can only see what they need to see for the lesson
- Use professional language



- Record live streams, so there's something to go back to later on if you need to and keep a log of who's doing live streams and when.
- If a child is being disruptive, remove them from the lesson. You must address their behaviour at a later date.
- Any safeguarding concerns should be raised at the earliest opportunity with the DSL.

Providing feedback on work:

- Work completed by pupils can be uploaded onto their profile section on Class Dojo or work can be emailed to Teachers school email addresses.
- Feedback can be given on pupils' profiles or via teachers' school email. Where pupils have selfmarked it still important that teachers are seeing the work
- Teachers are only expected to provide feedback from 8:40am - 3:15pm

> 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.
- Small group Zoom meetings are to be arranged so that the children have a chance to see and talk to their class teacher. The link is to be posted on Dojo and parents are giving permission for the call by clicking on the link. Children are to be able to attend at least one Zoom meeting a week. Teachers/TAs can arrange times that suit them.
- Teachers are also to ring children with additional needs every other day.
- Teachers are not expected to message parents/pupils 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 the SLT. If a parent is still not happy, the school's complaints procedures should be followed.
- Safeguarding concerns are to be reported in the same way that they would in school following the Child Protection policy.

If a child is not engaging with remote learning

- Send a message to the parent on Class Dojo
- If there is no response within 24 hours, send the parent a text message
- If there is no response within 24 hours, ring the parent
- If there is no response to the call, contact a member of the SLT who will arrange for a home visit to take place.

>Attending virtual meetings with staff, parents and pupils:

- Staff are to dress in line with the school dress code
- Staff are to choose a suitable location for virtual meetings.
- Teachers, unless unwell, are to join staff meetings via teams.

> Setting work for individuals in classes who are self-isolating:

- Teachers are to set work on Dojo for children who are self-isolating. This should be done by 8:45am.
- Contact with the pupils and parent should be done via dojo.
- Work set for self-isolating pupils needs to be in line with the work that the rest of the class are covering.
- Teachers are to set a time for feedback during the working day for self-isolating pupils. If a teacher is in class, the class can be covered for 15 minutes by a Teaching assistant.

- Paper copies of work will be sent to pupils at home if requested.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available for their contracted hours.

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.

When assisting with remote learning, teaching assistants are responsible for:

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Supporting pupils who aren't in school with learning remotely:

- Supporting a small group of pupils directed to by the class teacher
- Ringing vulnerable pupils, as directed by the class teacher, on the school mobile phone.
- Providing feedback on any pupils work as directed by the class teacher
- Setting work for any small groups as needed, again directed by the class teacher.

> Attending virtual meetings with staff, parents and pupils:

- Staff are to dress in line with the school dress code
- Staff are to choose a suitable location for virtual meetings.
- TA, unless unwell, are to join any relevant meetings via teams.

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
- > 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 consistent.
- > Monitoring the remote work set by teachers in their subject by reviewing work set
- > 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 - KS leads need to monitor this.
- > Monitoring the effectiveness of remote learning -through regular meetings 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

2.5 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 safeguarding issues are identified and dealt with effectively and in line with the school policy.

2.6 SENDCO and Nurture Support

The SENDCO and Nurture support are responsible for:

- > Informing staff of any known issues with children 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 in work and that it is at an appropriate level.
- > Provide extra support for pupils who are learning remotely - for example daily contact with parents.
- > Ensuring that timetabled sessions still happen for pupils who access tree house.

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- › Be contactable during the school day - but staff are to remember that pupils 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 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

2.8 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 a member of SLT
- › Issues with IT - Paul at Atom IT
- › Issues with their own workload or wellbeing - talk to, K.Goldson, L. Stone or J.Moules
- › Concerns about data protection - talk to L.Havill
- › Concerns about safeguarding - talk to the DSL

4. Data protection

4.1 Accessing personal data

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

- › Access school data via office 365 or scholar pack
- › 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 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:

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- > 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 that files are stored on office 365
- > 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 - always install the latest updates

5. Monitoring arrangements

This policy will be reviewed annually.

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

7. Links with other policies

This policy is linked to our:

- > Behaviour policy
- > Child protection policy Data protection 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