

SHINE BRIGHT ★ REACH FOR THE STARS



# Remote learning policy

## Ashton Keynes C of E Primary School

**Approved by:**

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## 1. Aims

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 9 a.m. and 3:15 p.m, Monday to Friday (adjusted for part time teachers in line with their usual contracted hours). 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. If it affects the completion of any work required ensure that arrangements have been made with SLT to ensure work is completed. Teachers will work in school in their bubble during partial closure unless exceptional circumstances.

When providing remote learning, teachers are responsible for:

- › Setting work:
  - Create a weekly timetable of work for their year group which must include subjects from across the curriculum and upload work to Seesaw/Showbie on a daily basis.
  - Set differentiated tasks using the star challenge.
  - To aide with transition- weekly home learning will be issued on Seesaw/ Showbie to ensure these platforms are used within the daily life of school
- › Providing feedback on work:
  - Pupils can send any completed work to their class teacher via Seesaw/Showbie.
  - Teachers will respond to work on Seesaw/Showbie as appropriate through written/verbal feedback.
  - Teachers should respond to any messages on Seesaw/Showbie from parents/children within 48 **working** hours.
- › Keeping in touch with pupils who aren't in school and their parents:

- Work to be uploaded onto Seesaw/Showbie daily.
  - Teachers are to make regular contact with children every week via email or Zoom
  - During partial school closure: daily recorded in Year R and live teaching in Years 1-6 and timetable to support parents with siblings and device use at home- all communicated clearly with parents. Additional 1:1 and small group live sessions form teachers, TAs and Send support in addition.
  - Teachers are to make regular contact with children every week via telephone or Zoom. During partial closure: daily register is taken and attendance at live teaching in Years 1-6 is monitored and phone calls home if children not on time to check in. Parents inform school if a problem with attending or unwell. Separate attendance trackers are in place for Disadvantaged pupils managed by PP/ Disadvantaged lead and SEND managed by SEND team to ensure daily engagement and contact and check ins.
- Attending virtual meetings with staff, parents and pupils:
- Dress code (smart casual)
  - From home – (avoiding areas with background noise, nothing inappropriate in the background)

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9 a.m.-3 p.m. Monday to Friday (in line with their usual weekly contracted hours).

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 assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely:
- When requested to by the SENCO and Disadvantaged lead/ class teacher- could be wellbeing check ins as well as ensuring full access to learning – AKPS 'Mother Hen' System of wellbeing/ mentor check in calls/ zooms
- Attending virtual meetings with teachers, parents and pupils:
- Dress code (smart casual)
  - From home – (avoiding areas with background noise, nothing inappropriate in the background)
- Continue with tutoring/ specialist provision/ story sessions remotely online via Zoom directed by class teacher or within their key specialist roles.
- Support key worker children on a rota basis in person
- During partial closure continue to work in bubbles for their usual contracted times

## 2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Monitoring the work set by teachers set in their subject – Review work set weekly on the website
- IT lead will ensure e-safety guidance for children, parents and families to keep children safe online due to increased use of technology for remote learning.

## 2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – SLT
- Monitoring the effectiveness of remote learning – reviewing the work set by teachers weekly, monitoring Seesaw and Showbie, monitoring correspondence between parents and teachers

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Risk assessing and reviewing COVID 19 and testing with Health and safety lead (Head teacher and Health and safety lead)

## 2.5 Designated safeguarding lead

The DSL is responsible for:

Maintaining contact, collating, passing on information and responding to any concerns.

Ensuring the website has DSL updates during COVID 19 Ensuring one of the 5 DSL and DDSL's are available during school hours (telephone or email) and if out of school hours as per the school website and child protection policy parents know to contact police if child in immediate danger and MASH otherwise.

## 2.6 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff with any technical issues they're experiencing during the school day
- 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
- Ensuring regular e-safety training for pupils and links via website for parents to keep pupils safe online
- Preparing devices for loan

## 2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- During partial closure: engage in all live lessons where their daily attendance can be registered
- KS1 To engage with learning for 3 hours a day minimum and KS2 for 4 hours daily minimum as per DFE requirements (January 2021).
- When attending live lessons, be dressed and not eating- same as in school
- Be contactable during the school day 9 a.m. -3:15p.m. – although consider they may not always be in front of a device the entire time- we aim for main engagement time to be between (9-12.15)
- Complete work to the deadline set by teachers
- Challenge themselves to work at the same high standard they would in school by engaging fully in the star challenge system for all lessons/ tasks
- Seek help if they need it, from teachers or teaching assistants during school hours (make sure this is timely so a response can actually help e.g. not contacting at 3:10 p.m. If your child is an in isolation from the class please be mindful that the teacher cannot respond to emails whilst teaching so will do reply when they can
- Alert teachers if they're not able to complete work during school hours

Pupils with additional support required:

Our Disadvantaged and SENDco teams have a register of all pupils and check daily attendance and engagement and record this. The SENDco team call all SEND families at home to check in with them to support. Star challenges continue to be used in learning remotely and in school to support all learners. As work is monitored and feedback given barriers to learning are addressed by the class teacher as they arise and additional support given from SEND/ Disadvantaged teams as required. Additional catch up sessions as planned for before lockdown will continue where possible via in school and zoom sessions. Excellent communication, daily attendance at live teach and platform lessons, use of star teaching and systems to track

will ensure support for all pupils but particularly those with additional needs. Resources (reading books, workbooks, digital devices are provided COVID safely).

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 although the email link with staff will make support at home as easy as possible
- Be respectful when making any complaints or concerns known to staff
- Please only email staff between the working hours of 9 a.m. and 4 p.m. Monday to Friday and not in the evenings or on weekends to support wellbeing for all. This applies for contact beyond working remotely with the class teacher. If an urgent message needs to be sent, a voice mail on the school office phone can be left or telephone during school hours to make a mutually convenient telephone appointment.

## 2.8 Governing board

The governing board 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
- AKPS have an emergency committee in the case of full lockdown who meet weekly with the Head teacher to discuss and quality assure remote learning provision and risk assessment procedures and ensure wellbeing of Head teacher and staff.

## 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 SENDCO
- Issues with behaviour – talk to the SENDCO/SLT- and within class teams of TA/Teachers.
- Issues with IT for staff – contact Miss Igoe (IT lead) who will contact IT staff as necessary
- Issues with their own workload or wellbeing – talk to SLT/ Head teacher Sam Saville (Wellbeing lead)/ Wellbeing Governor Shirley Danby
- Concerns about data protection – talk to the data protection officer (Jane Harrold)
- Concerns about safeguarding – talk to the DSL Mrs Saville or DDSLs (Mr Hockaday, Miss Igoe, Mrs Smith/ Mrs O'Neill) or call MASH team for a consultation/ in absence of an available DSL/DDSL
- All staff can be contacted via the school email addresses

## 4. Data protection

### 4.1 Accessing personal data

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

Explain:

- How they can access the data, such as on google docs or via a server in your IT network
- Which devices they should use to access the data – if you've provided devices, such as laptops, make staff use these rather than their own personal devices or password protect their devices

### 4.2 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 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:

- 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

## 5. Safeguarding

Please see the following for updates concerning safeguarding in relation to home learning.

**COVID-19 amendments to the Child Protection Policy this also details references to remote learning curriculum and risks online and this is also via the school website.**

## 6. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government by Daniel Hockaday (Deputy Head). At every review, it will be approved by Sam Saville (Headteacher), SLT and the Governing Body. It will be updated following any DFE updates which are relevant to this policy.

## 7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy
- Teaching and Learning policy

Flow chart for remote learning procedures for AKPS related to COVID 19 absence (not regular illness)

**Please note in the circumstances the teacher is too unwell with Covid 19**, please continue to follow the first 48 hours and use Oak Academy <https://classroom.thenational.academy/> and BBC bitesize:

EYFS and KS1 <https://www.bbc.co.uk/bitesize/levels/z3q4d2p>

KS2 <https://www.bbc.co.uk/bitesize/levels/zbr9wmn>

Time pupil off school <b>due to</b>	Remote Learning provision
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<b>COVID 19</b>	
48 hours	Parents need to go to the AKPS website <a href="http://www.akps.org.uk">www.akps.org.uk</a> and your child's class page to find the remote learning timetable giving structure to the day and follow links to websites.
10-14 days isolation individual	<p><b><u>EYFS and Year 1</u></b></p> <p>For the first 48 hours please follow the above. The class teacher will email with work for maths and /or English. A response will not always happen straight away and cannot be guaranteed during school hours.</p> <p><b><u>Year 2-6</u></b></p> <p>For the first 48 hours please follow the above. On Showbie please access the 10-14 days isolation folder for your child's activities. A response will not always happen straight away and cannot be guaranteed during school hours.</p>
Whole class isolation 10-14	<p><b><u>EYFS and Year 1</u></b></p> <p>For the first 48 hours please follow the 48hour advice above.</p> <p>Seesaw daily phonics, maths and writing videos will be available alongside the star challenge activities.</p> <p><b><u>Year 2-6</u></b></p> <p>For the first 48 hours please follow the 48hour advice above.</p> <p>Your class teacher will email you with details of the set work and where it is available. Your teacher will send links to zoom lessons where appropriate. Work will be set and marked on Showbie.</p>
Whole school lockdown	<p>Critical workers and vulnerable will attend school as per timetable and will access the same live teaching as those at home for the majority.</p> <p><b><u>EYFS</u></b></p> <p>On Seesaw daily phonics, maths and writing daily recorded videos will be available alongside the star challenge activities and daily monitoring and feedback will be given. Additional sessions and calls arranged by team.</p> <p><b><u>Year 1-6</u></b></p> <p>All work will be set by the platforms of Seesaw for Year 1 and Showbie for Years 2-6. All work including star challenges uploaded regularly and daily feedback given to work written/ verbal via voice note or in zoom calls as determined by the teacher.</p> <p>Following the timetable for live teaching, Years 1-6 will provide live teaching as determined by the class teacher which may include lesson starters, direct teaching to all children, small groups, check ins, offering feedback. Some videos will also be used and power point tasks too for independent tasks. This will be between 9 and 12.15. In some classes this will continue for all children in the afternoon in some subjects alongside project based learning. Your class teacher will communicate the exact approach for the class via clear communication on email/ platform. All zoom links will be sent by your teacher/ TA. Attendance daily at all live teaching will be registered.</p>
Time per day which children are expected to be engaged with learning as advised by DFE is: KS1 3 hours KS2 4 hours	