Woolgrove School

Remote Learning Policy

'Equal opportunities lie at the heart of all that we do at Woolgrove. We are committed to ensuring that every member of the school community, whatever their position, race, gender, disability or religion is given the same chance as any other to access the services and support of the school'.

Vicky Litchfield

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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 8.45-3.30, 8.45-4.30 on a Tuesday and 8.45-4.00 on your usual team meeting day.

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. Please contact the office manager as early as possible preferably by 7am on the morning or the evening before and your Head of Department.

You may be required to either provide remote learning for your class, a parallel class if teamed up or other, as appropriate, depending on the systems in place at the school at the time and on your role within school.

When providing remote learning, teachers are responsible for:

Setting work

- Sending a parent friendly outline of each learning activity, detailing differentiated activities and extension activities for the days you would be teaching for your class and your partner class.

- Sending a PTS to the parents for your class and your partner class (or for children in school to the teacher of the group) so that parents and colleagues are aware of current targets. (This only needs to be sent once)

- Emailing resources for parents to look at/print so they know what is expected – these need to be in word or PDF unless you know a parent can access Communicate in Print.

- Providing paper copies of resources as necessary. If you are not in school these can be emailed to your partner class teacher or allocated Nursery Nurse who will print them and arrange for them to be sent home.

- Check and update Education City activities weekly. Education City passwords are saved on the server in the Admin folder.

- Send marvelous me activities/badges and messages daily, as usual.

  TEAMs meeting with your class and partner class to deliver learning sessions – Hello, Stories, music, bucket, phonics, etc. **Once per day on your teaching days**.

Providing feedback on work

- Check the class email addresses for your class and the partner class daily and provide feedback on any work that has been emailed.
- Send marvelous me activities/badges and messages daily, as usual.

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

- Phone any parent who has not made contact via TEAMs or email at least once per week.
- Respond to email queries on your working days between 8.45 and 3.45pm.
- Refer any complaints to your Head of Dept.
- Log on CPoms all contact with parents including if they attend a TEAMs session .
- Phone school to flag any serious concerns to a DSP when necessary.

Attending virtual meetings with staff, parents and pupils

- Phoning parents if and when necessary (e.g) if they have not attended a TEAMs session.
- Recording teaching sessions to be sent to parents or put onto the website as appropriate.
- Attend meetings with colleagues when necessary.
- Check in with colleagues in your teaching team and partner teaching team at least once per week.

2.2. Nursery Nurses

When assisting with remote learning, Nursery Nurses must be available between 8.45 and 3.45.

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. Call the school office and leave a message before 8am on the morning of your sickness or the day before, and contact your Head of Dept.

When assisting with remote learning, Nursery Nurses are responsible for:

- Checking and responding to emails for their class and partner class as directed by the class teacher.
- Supporting the class teacher to research resources to deliver the curriculum
- Planning and preparing for direct teaching when they are in school
- Checking assessment data for their allocated bubble.
- Plan and resource remote learning if necessary for your allocated groups.

Attending virtual meetings with teachers, parents and pupils

- Attending the TEAMs meetings / teaching sessions when necessary.

2.3 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.50am and 3.30pm on their normal working days, 4pm on the Team meeting day.

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. Call the school office and leave a message before 8am on the morning of your sickness or the day before, and contact your Head of Dept.

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

- Checking and responding to emails for their class and partner class as directed by the class teacher.
- Supporting the class teacher to research resources to deliver the curriculum

Attending virtual meetings with teachers, parents and pupils

- o Attending TEAMs meetings / teaching sessions.

2.4 Family Support Worker (FSW) and Pastoral Support Worker (PSW)

When assisting with remote learning, they must be available between 8.50am and 3.30pm, 4pm on the Team meeting day.

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. Call the school office and leave a message before 8am on the morning of your absence or the day before.

When assisting with remote learning, FSW and PSW are responsible for:

- Supporting the class teacher to support families and children as necessary
- Providing resources to families to support children's well being

Attending virtual meetings with teachers, parents and pupils

- Attending TEAMs meetings with parents, children and colleagues

2.5 Subject Leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Providing remote support to any Teacher who requests this or has been identified as requiring additional support
- 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 – checking planning on the server
- Alerting teachers to resources they can use to teach their subject remotely

2.5 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning –through regular meetings with teachers and subject leaders, reviewing work set, attending TEAMs sessions, 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

In line with Woolgrove Child protection Policy and the School E-safety policy, the DSL is responsible for:

- Working with staff to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school
- Understanding and signposting the additional risks that children with SEN and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support SEND children to stay safe online
- Working with staff, parents and carers to signpost the importance of online safety and signpost resources and support.

2.6 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer (Matt Farmborough)
- Assisting pupils and parents with accessing the internet or devices

2.7 Pupils and parents/carers

Staff can expect pupils and parents/carers learning remotely to:

- Complete work
- 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/carers 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 – if you know of any resources staff should point parents/carers towards if they're struggling, include those here
- Be respectful when making any complaints or concerns known to staff

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

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 INCO
- Issues with behaviour – talk to the relevant Head of Dept, PSW or Deputy Head for Behaviour
- Issues with IT – talk to the school, IT Technician
- Issues with their own workload or wellbeing – talk to their Head of Dept

- Concerns about data protection – talk to the data protection officer (DPO)
- Concerns about safeguarding – talk to the DSL, or any of the other DSPs (SLT)

4. Data protection

4.1 Accessing personal data

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

- Access data using the SERVER and other established platforms such as Classroom Monitor and CPoms.

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

This policy should be read in conjunction with the following policies:

- Woolgrove Child Protection Policy
- Woolgrove E-safety Policy

Additional supporting documents:

Keeping Children Safe Online – Gov.uk
Staff – Keeping Safe While Working From Home

Online Teaching and Learning Policy – Coronavirus COVID19 Arrangements

6. Monitoring arrangements

This policy will be reviewed annually or sooner if necessary by the Deputy Head for Teaching and Learning. At every review, it will be approved by the full governing committee.

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

> Home-school agreement

> ICT and internet acceptable use policy

> Online safety policy