Leopold Primary School

Remote Learning Policy

September 2021

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1. Aims

This policy has been written in response to the DFE Expectations for remote education.

Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, the DFE expect schools to have the capacity to offer immediate remote education. Schools are expected to consider how to continue to improve the quality of their existing offer and have a strong contingency plan in place for remote education…

DFE August 2020

This remote learning policy for staff 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

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 8:30am to 3:30pm.

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 following the normal absence procedure.

When providing remote learning, teachers are responsible for:

- Sharing the weekly timetable outlining lessons for that week
- Using live teaching platforms for English and mathematics
- Submitting a time frame for each task as to when the work should be submitted
- Marking pupil work uploaded before 3pm in response to tasks
- Giving feedback to pupils the same day. This can be written, a video or voice message
- Engaging with parents in response to queries and support with pupil learning
- Modelling of learning to support knowledge and understanding
- Using BBC Bitesize and Oak National Academy to enhance the pupils' learning already planned
- Contacting families if a child has not been online that day as expected

- o Sharing good examples of pupil work and provide opportunities where peers can suggest improvements to the final outcomes
- o Monitoring pupil activity, provide support and encourage further engagement
- o Ensuring that children are accessing IXL and Purple Mash
- o Directing TAs to support the uploading of materials to Seesaw

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8:30am and 3:30pm.

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.

When providing remote learning, teaching assistants are responsible for:

- o Being available for timetabled Microsoft Team calls with allocated year group colleagues/class.

- o Where appropriate responding to online registration/feedback to pupils and providing live reading lessons as directed by class teacher.

- o Reporting any non-safeguarding concerns in the first instance to class teacher/Year Manager.

- o In the case of sensitive or safeguarding concerns being shared by a pupil or parent, the Safeguarding Lead should be informed – refer to Safeguarding section below

- o Liaising with SEND leads and teach.

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- o Considering whether any aspects of the subject curriculum need to change to accommodate remote learning

- o Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent

- o Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other

- o Monitoring the remote work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set

- o 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:

- o Co-ordinating the remote learning approach across the school led by the Heads of School

- o Monitoring the effectiveness of remote learning. They will monitor the work uploaded on Seesaw and tapestry along with live sessions on Microsoft Teams

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

- SLT will monitor the engagement and behaviour of pupils during live sessions throughout the day and parents will be contacted to support intervention.

2.5 Designated safeguarding lead

The DSL (Mrs Obinwanne GR and Ms Harvey HH) are responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

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
- Assisting pupils and parents with accessing the internet or devices

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Attend the daily live lessons
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if pupils are 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 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 with behaviour – Assistant Headteacher for phase
- Issues in setting work – Assistant Headteacher for phase
- Issues with IT – Mr Albana
- Issues with their own workload or wellbeing – Assistant Headteacher for phase

- o Concerns about data protection – Mr Albana

Concerns about safeguarding – talk to the DSL or Deputies:

- Mrs Obinwanne DSL GR
- Ms Harvey DSL HH
- Ms Mollett Deputy DSL GR & HH

4. Data protection

4.1 Accessing personal data

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

- o Access any data through the LGfL email system or on the remote learning platform using Seesaw, Tapestry and Microsoft Teams.
- o If a year group was to go into lockdown, laptops provided to teachers should be used rather than personal devices.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as 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 do not 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:

- o Behaviour policy
- o 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)
- o 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 – ICT support will ensure this is up-to-date.
- o Making sure the device locks if left inactive for a period of time
- o Not sharing the device among family or friends
- o Keeping operating systems up to date – always install the latest updates

5. Safeguarding

Please see the Safeguarding and Child Protection Policy and COVID safeguarding addendum.

6. Monitoring arrangements

This policy will be reviewed once a year by the Executive Head, Heads of School, and the ICT subject coordinators. At every review, it will be approved by the full governing board.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding and Child protection policy
- COVID Safeguarding addendum
- Data protection policy and privacy notices (GDPR)
- Home-school agreement
- E-Safety policy
- Wellbeing policy
- SEND policy