



“Together We Achieve”

Annfield Plain Junior School

REMOTE LEARNING
POLICY

November 2020

1. Aims

This remote learning policy for staff aims to:

- › Ensure consistency in the approach to remote learning for pupils;
- › 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 will be available in their normal working hours.

If you are unable to work for any reason during this time, for example due to sickness, you should report this using the normal absence procedure which is to phone the headteacher, or deputy headteacher if the HT is not available.

When providing remote learning, teachers are responsible for:

- › Setting work:
 - For the pupils in their class/groups.
 - Prior to the working day starting.
 - To introduce the site. Set a whole class task to enable good use of the site e.g. a quiz or activity which need to be uploaded to the teacher. Show pupils how to access the links to school's other online learning programs, click on to watch videos from you-tube etc to watch, access the home-learning activities, use the blog etc. Explain how the report whistle works.
 - When a pupil or a bubble is isolating, or a pupil is ill, remote learning will be a combination of paper-based and online learning. Online learning will focus on our bought programs pupils can use at home. Links can be accessed through our online learning platform, DB primary. (Reading Plus, Spelling Zone, My Maths, Times Tables Rocktarz, Gooseberry Planet, DB Primary Activities). Ensure the pupil understands that you can access their programs and monitor their progress on these sites.
 - As homework, when appropriate, using DB Primary.
 - At the level the pupil is working at, as well as ensuring work is set which is relevant to the work they are missing in school. Where needed, school is operating a loan of school laptops for pupils without access to home laptop, tablet or PC – class teachers need to inform the SLT if this is needed.
 - If a pupil is accessing remote learning it is important to include a timetable to show which learning is essential and to encourage the pupil to follow a structured day. The form the timetable should take is provided in appendix 1 and can be adjusted as needed.
 - If a whole bubble is isolating, once work has been set and the week's timetable posted, you need to inform the office to send out a text to your class, to explain the timetable is posted on DB Primary.

- › Providing feedback on work:
 - Communication between a teacher and their class should take place through DB's primary class blog and shared space. Work can be returned to the class teacher through this forum and a response sent back to the pupil by you, to encourage positive home-learning takes place.
 - Class teachers should monitor the reporting whistle on DB primary and inform parents if the site has been misused, as well as discussing this with the pupil. Ensure pupils understand that you can also monitor usage on school's other online learning programs.

- Keeping in touch with pupils who are not in school and their parents/carers:
 - DB primary can be used for this. Parents can also do this through e-mail and phone, if required.
 - If pupils fail to complete work set, you should phone the parents/carers and discuss this with them and help to resolve any issues.
 - You are only expected to respond to this during your normal working hours and days, not on weekends or during holiday periods.
- Attending virtual meetings/communication with staff, parents and pupils or online learning modules:
 - Dress code: as normal on virtual meetings.
 - Locations (e.g. avoid areas with background noise, nothing inappropriate in the background).
 - If a whole bubble is isolating, a weekly zoom/office 365 wellbeing meeting will be offered to all pupils isolating. This will be a wellbeing activity to allow face to face contact.
 - If a whole bubble is isolating, once work has been set and the week's timetable posted, you will make a phonecall to each pupil and their family, to offer support. You need to inform the office to send out a text to your class, to explain the timetable is posted on DB Primary. If you are unable to contact the family, an e-mail can be sent to offer additional support.
 - School has decided not to offer live streaming or pre-recorded videos of staff teaching.
 - Contact your teaching assistant and allocate any pupils work, communication with pupils/parents which is needed. You may allocate other tasks to be completed at home during normal working hours.

2.2 Teaching assistants

When supporting remote learning, teaching assistants must be available during their normal working hours.

If you are unable to work for any reason during this time, for example due to sickness, you should report this using the normal absence procedure which is to phone the headteacher, or deputy headteacher if the HT is not available.

When supporting remote learning, following the direction of the class teacher, teaching assistants are responsible for:

- Supporting pupils who are not in school with learning:
 - The class teacher will inform you of which pupils will need support and how this should be provided.
- Attending virtual meetings with teachers, parents and pupils or online learning modules:
 - Dress code, as normal.
 - Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)
- Support class teachers, who are not in school with tasks they may need completing and you are able to do at home.

2.3 Subject leads (including SENDCO)

Alongside your teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the curriculum need to change to accommodate remote learning and to meet the needs of individual children.
- Consider how approaches to remote learning are integrated into the wider curriculum design.

- › 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, and deadlines are reasonable and age-appropriate.
- › Monitoring the 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.
- › Alerting teachers to resources they can use to teach their subject remotely.

2.4 Curriculum leader, working with senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- › Co-ordinating the remote learning approach across the school;
- › Understanding how approaches to remote learning are integrated into the wider curriculum design;
- › Monitoring the effectiveness of remote learning –use of staff meetings, contact with parents/carers, engagement of pupils;
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

2.5 Designated safeguarding lead

The DSL is responsible for:

Insert links to Safeguarding policy or any addendum to it .

2.6 IT staff / Computing lead

IT staff and computing lead are responsible for:

- › Fixing issues with systems used to set and collect work on DB Primary;
- › Helping staff and parents with any technical issues they may experience;
- › 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:

- › Be contactable during the school day;
- › Complete work to the deadline set by teachers;
- › Seek help if they need it, from teachers or teaching assistants;
- › Alert teachers if they are unable 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 and timely 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 and is integrated into the wider curriculum design.

- › 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:

- › Issues in setting work –relevant subject lead or SENDCO;
- › Issues with behaviour –senior leader;
- › Issues with IT –IT staff /Computing leader;
- › Issues with their own workload or wellbeing – Head teacher or line manager;
- › Concerns about data protection –data protection officer;
- › Concerns about safeguarding –DSL.

4. Data protection

4.1 Accessing personal data

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

- › Use DB Primary to communicate, where possible;
- › Follow the usual data protection safety protocols when phoning parents or contacting by e-mails;
- › Use office 365/sims to access persona data, rather than paper based data;
- › Not to take home personal paper based data out of school and after use, return to locked cupboard/drawer;
- › Follow guidance in the acceptable use policy, including for mobile phones.

4.2 Processing personal data

Staff members may need to collect personal data, such as email addresses/telephone numbers, as part of the remote learning system.

Staff are reminded to collect as little personal data as possible online and to use school communication systems, not personal devices, unless it is impossible to do so.

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 – for teacher laptops log with technician to do;
- › Keeping operating systems up to date – always install the latest updates.

5. Safeguarding

Read and follow protocols of school's Safeguarding Policy.

6. Monitoring arrangements

This policy will be reviewed as needed and will be agreed by the governing body.

7. Links with other policies

This policy is linked to our:

- Behaviour policy,
- Safeguarding policy,
- Data protection policy and privacy notices,
- Home-school agreement,
- ICT and internet acceptable use policy,
- Online safety policy.

Appendix 1

Annfield Plain Junior School

Daily Planner for Remote Learning (* activities must be completed)

Date:

Teacher:

	Lesson / Activity	Online program	Paper-based
Monday morning	*Times tables (15 mins)		Practise 3x table, play X bingo Mental Maths – 10 a day, page Help:
	*Reading (30 mins)	Reading Plus Follow link on DB Primary	
	*GPS/Writing (30 mins)		Watch XXX using relative clauses/read examples CGP book – relative clauses Help:
	*Maths (30 mins)	Watch - White Rose lesson video Link:	CGP books page _ Help:
	Science (30 mins)	Online activity from BBC Bitesize	Investigation /paper-based activity Help:
	PE (30 mins)	Walking / running / workout accessed via Youtube link:	Walking/running/TV workout Help:
Monday afternoon	*Mental maths (15 mins)	Times tables rockstarz Follow link on DB Primary	
	*Spelling (30 mins)	Spellzone Follow link on DB Primary	
	*Reading (30 mins)		Home reading book/reading for pleasure library book Focus:
	*Maths (30 mins)	White Rose lesson powerpoint Follow link:	CGP book page Help:
	History (30 mins)	Oak Academy Lesson XXX DB Primary work Help:	
	Music (30 mins)	Durham Music Service youtube site Link: Alternative:	

Blank proforma for whole week is available on office 365.