Remote learning policy

Poulton Lancelyn Primary School

Approved by:	Governing Body	**Date:**	January 2022
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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 and Teaching Assistants

When providing remote learning, teachers must be available between 8.30am and 5pm. All work must be available by 9am on the day it is due for completion, following the specified timetable.

If staff 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. It will be the aim that Year group work will be provided by a Year group partner. Work will be marked by the HLTAs and DHT for any class whose teacher is absent due to illness.

The school dress code must be adhered to when completing any live sessions or explanatory videos.

Teachers must ensure that backgrounds are suitable and professionally presented for explanatory videos or live sessions.

Teachers will receive their allocated 10% PPA time as per the timetable. It is the responsibility of the cover staff to provide activities and work for uploading to the Seesaw platform by Friday of the previous week. This work must be in line with Medium Term Plans and consistent across each class. The DHT will have overview of all Class Seesaw platforms in order to maintain consistency across the school.

When providing remote learning, teachers are responsible for providing work in different ways as circumstances dictate. This is set out below:

Individual Pupil isolation	**Individual isolation** will occur for the following reasons • Any staff or pupils arriving into the UK will need to isolate and get a PCR test by 'day two' after arrival. They may end their isolation once they receive a negative result. If the result is positive, they should continue to isolate and follow rules on isolation following a positive test. Unvaccinated arrivals aged over 18 will follow the existing, more onerous, testing and isolation regime. All Red list arrivals will enter quarantine. • A child has symptoms of coronavirus themselves and therefore must remain absent from school unless a negative test is received. • A child has a positive PCR result but is still well enough to be educated during

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	their 7-10 day isolation period. **Actions to be taken** The school office (JM) will update a Covid home learning register daily, highlighting the date that a pupil is unable to attend school and a date for the provisional return (this may change depending on symptoms and/or test results). Where a pupil is awaiting a result of a test and is well enough to learn (and the duration of their absence is not clear) they will be directed to the school website, Covid-19 page and the Remote Learning sub-section. Here, they will find links to the Oak National Academy. Staff will ensure that these links are updated weekly so that pupils are able to access work that the replicates school. For pupils with a clear duration of absence and well enough to learn, they will begin by completing these links as highlighted above. Their teacher will then make a welfare call home to see how the child and family is. During this conversation an agreement will be established about work needed for the remainder of the isolation period. Work will be added to Seesaw and will follow the work being completed in school whenever possible if agreed during the phone conversation. The school office will email staff to state if pupils are confirmed to be absent for an extended period and in need of work. A paper copy of work will only be sent to a pupil if directly requested by the parent. Staff will be given time to upload work to Seesaw once a duration of absence is established.
Class/bubble lockdown	**Class/bubble lockdown** will occur for the following reasons • An outbreak of 10% of a class or 5 members or more of a year group become positive in the same time period and the Local Health Protection Team instruct the year group or close to move to remote learning. **Actions to be taken** The class teacher will move to online learning via Seesaw to continue a high quality curriculum at home that matches the medium term and short term planning for the class. This may not necessarily be the class teacher, if they are the member of staff who has tested positive for the virus and are therefore too unwell to provide lessons. Lessons will follow the coherent long term plans that already exist. This sequence will follow the rigour of a normal working day and a clear daily timetable will be evidenced to parents via the Seesaw platform. Staff will provide explanatory videos to introduce new content and provide comprehensive daily feedback to pupils about their work and set work (e.g. plenary powerpoints with voice over notes). The use of current online platforms such as Mathletics, Spellingframe and The Oak National Academy will be used to supplement work created by class teachers, and will be uploaded to Seesaw. At least 1 live session will take place daily for pupils in all year groups through use of Zoom. On request, printed resources will be dispatched to families (either through email or post) if Internet access is a barrier to learning, although school can support families with loaning devices where necessary. SEND pupils will have differentiated learning which caters for their individual needs as it is in the normal classroom environment. 'Helpme' email addresses will be re-activated so that pupils and teachers have a clear channel of communication.
4 – Whole school lockdown	**Whole school lockdown** will occur for the following reasons • An outbreak is declared in school by the Health Protection Team. • A local lockdown is announced by Wirral Council and schools are forced to close for a period of time.

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	• A National lockdown is announced by the Government and school must close to all/most pupils for a period of time. **Actions to be taken** At least 2 members of staff will attend the main school office per day to continue to ensure school remains efficient and fully operational. HT and DHT will attend school daily to develop future strategies and to ensure safeguarding provision is maintained. The AHT and Phase Leaders will be on standby to attend daily in the event of HT and/or DHT absence. Depending on numbers of pupils attending school, one year group teacher will work from home, using Seesaw daily to continue implementing our high-quality curriculum following the coherent long term plans that already exist. This sequence will follow the rigour of a normal working day and a timetable will be provided to pupils each day. The other teacher will remain in school teacher the same lessons to critical worker children. For children completing remote learning, staff will provide explanatory videos to introduce new content (e.g. power points with voice over notes). Feedback to pupils about their work and the learning intentions of the lessons will be rigorous and completed daily. Teachers will aim to strike a balance of written comments, hearts and voice noting when providing feedback. The use of current online platforms such as Mathletics, Spellingframe and The Oak National Academy will be used to supplement work created by class teachers, and will be uploaded to Seesaw. At least 1 live session will take place daily for pupils in all year groups through use of Zoom, led by the remote learning teacher. The HT and DHT will attend these sessions on rotation each day. Teaching assistants and teachers in school will provide the Seesaw content through white board screens in the classroom so that all pupils have access to the learning activities. If numbers in a year group fall below 16 per year group in school, the DHT will instruct the classes to merge and the year group class will be supervised by one teacher. The teaching assistant will immediately assist on Seesaw. On request, a number of notebook computers/ipads can be loaned to pupils for whom access to technology is a barrier to learning. On request, printed resources will be dispatched to families (either through email or post) if preferred by parents. Work packs will provide work for M-W and Th-F and will be based on previous work. Parents will not be able to get work in advance as lessons and content are frequently adapted based on daily learning. Work will be uploaded to Seesaw on the day of learning (either in morning/afternoon blocks or at specific session times) in order to alleviate the amount of work provided at once and to ensure work is completed in a qualitative manner. Teachers can advise parents to work a day behind if they wish to do so in order to structure their child's learning around their own working pattern. SEND pupils will have differentiated learning which caters for their individual needs as it is in the normal classroom environment. 'Helpme' email addresses will be re-activated so that pupils and teachers have a clear channel of communication. HT/DHT/PL will join a weekly class assembly. Remote learning teachers will complete a daily record of engagement, which will be emailed to the teacher in school to update based on the pupils attending school. Green will indicate the pupil accessed the work either at home or in school and red will indicate no engagement. This register must be sent to HT/DHT at the end of each week. Based on this record, supportive phone calls will be made to identify whether any assistance can be given to improve engagement.

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	Year groups must upload their timetables to the HT timetable file on the server. These will be checked by the HT/DHT each week to ensure that Zoom meetings are not overlapping where possible, causing children to miss these Zoom sessions. Staff will award at least one child per week with a home learning award to support the level of engagement in remote learning. Work on Seesaw will remain available until Sunday evening so that families can complete work in their own time if they wish to do so. On Sunday evening/Monday morning, work from the previous week will be removed from the Seesaw thread so that new work is easily accessible when it is added every Monday morning. Parents can request a weekly welfare phone call by contact the school office. This will be made by the class teacher at the earliest convenience. Conversations must be recorded on CPOMs.
Vulnerable children	Children who are in receipt of Pupil Premium/Free School Meal, will be entitled to a daily meal. A reduced menu will be sent to the pupils on a Thursday each week and emailed back to the school office on a Friday. Outside caterers, Taylor Shaw, will ensure that these meals are made and can be collected from the school office. The school SENDCo and Pastoral TA will make weekly phone calls to pupils on the SEND register and those who have additional pastoral support. Additional phone calls will be made to parents/pupils on request by class teachers, HT and DHT.

2.2 Teaching assistants

In the event of a local or National lockdown that results in school closures, teaching assistants will attend school and must be available between 8.30am and 4pm.

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 the learning of children of critical workers who continue to come to school using the resources set by teachers on the Seesaw platform. Access to computers and ipads will support facilitating this work. A timetable and class allocation list will be made available.

Midday assistants will provide appropriate cover at lunchtimes to facilitate staff breaks

2.3 Senior leaders

School senior leaders are responsible for ensuring a coordinated and consistent approach to home learning. Staff meetings will be held remotely each week to ensure that any issues, concerns and successes are shared.

This will include:

- Co-ordinating the remote learning approach across the school – DHT
- 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 - HT
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations – School office

2.4 Designated safeguarding lead

The DSL is responsible for maintaining all safeguarding and child protection systems as outlined in the Safeguarding Policy. This will be the HT and DHT in school.

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2.5 IT staff

Hi impact tech support 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
- Providing advice to enable staff to 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 – although consider they 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 board

The governing board is responsible for:

Insert details, such as:

- 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 email the following individuals:

Here are some suggested issues and the most likely points of contact, but adapt and add to this as needed:

- Issues in setting work – Phase Leader and DHT
- Issues with behaviour – Phase Leader
- Issues with IT – tech-ticket to Hi impact
- Issues with their own workload or wellbeing – HT
- Concerns about data protection – SBM
- Concerns about safeguarding – DSL

4. Data protection

4.1 Accessing personal data

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

- Access the data from Google file stream
- Use their school laptop to access the data

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

See Safeguarding Policy 2020

6. Monitoring arrangements

This policy will be reviewed annually At every review, it will be approved by the full 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

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