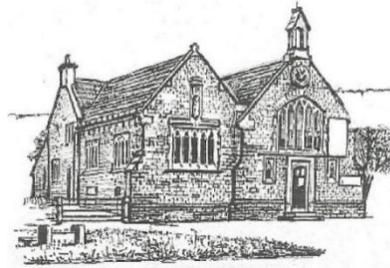# Litton Church of England Primary School
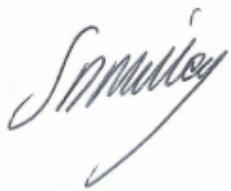

Remote Learning Policy

Date Reviewed: **22.9.2020**   **17.1.2022**
Date Approved: **19.1.2022**
Approved by:
Version: **1**
Date Reviewed: **21.9.2022**
Date Approved:
Approved by:
Version: **2**

Signed:

Mrs Caroline Hicks   Stephen Miller
Headteacher   Chair of Governors

Please also see Acceptable use of IT policy and Online and Social Media Policy.

Review date	By whom	Summary of changes made	Date implemented
21.9.2020	B Hanley	Policy written	
17.1.2022	B Hanley	Reviewed and linked to Homework Policy.	18.1.22
21.09.2022	C.Hicks	Reviewed	

Contents

1. Aims

This Remote Learning Policy aims to:

- Provide a framework for the continuation of education in the event of a group of children needing to self-isolate or a national or local lockdown.
- Ensure consistency in the school's approach to remote learning
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection
- *Please note that this policy has been created with regard to advice and guidance received from Department for Education (DfE) and from Joint Unions(see links in Appendix)*

2. Roles and Responsibilities

2.1 Teachers

Teachers ideally are available Monday-Friday during usual working hours but this will be primarily directed by their own personal family circumstances/situation during the current crisis.

Underpinning this approach is an understanding for flexibility as to when teachers can be available.

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.

Setting Work

- Class teachers will provide approximately three activities per day for their pupils plus Reading;
- Activities should include one English (either Writing or Spelling); one Maths; and one other Curriculum subject;
- Instructions should contain enough detail for the pupil to be relatively independent (age dependent).

- If the work relies on the use of a computer, staff must check that one is available as it is acknowledged that this may be needed by siblings and/or parent(s) working from home. Alternative arrangements (Home delivery / collection) must be in available.
- Teachers should not assume that a home has access to a printer to print anything;
- Work should be uploaded by close of the day on the Friday before the new week's remote learning is due to commence;
- Work will be uploaded to the school website on the appropriate Home Learning page.
- Teachers will liaise with each other to ensure that there is a consistency of approach.

Responding as appropriate to parents:

- We expect teachers to keep in regular touch with parents;
- Teachers should never use a personal device that shares their personal contact details (e.g. phone number or private email address);
- Parents who send a pupil's work and/or photographs/videos should receive an acknowledgement and praise from a teacher or other school staff.
- It is important for children to remain engaged with their learning but it is recognised that families are all coping in different ways with different challenges.
- If a teacher receives an email from a parent with regards to a query or concern, then that email is copied for comment and an agreed response will be sent.

Attending virtual meetings with colleagues as directed by the Headteacher.

- School will use Microsoft Teams wherever possible for virtual meetings.

Conducting virtual lessons and meetings with pupils

- Teachers will have regard to and follow the school's online safety policy in all interactions with pupils.
- Lessons and meetings will take place from school when possible

- Meetings will use Microsoft Teams or Google classroom as the first choice platforms.

In the event of a whole class / the whole school isolating or a lockdown situation;

- A daily meeting will be scheduled to outline the work for the group for the day.
- Staff are expected to conduct these meetings in their school attire and to ensure a plain backdrop is available if working from home.
- Where possible an alternative will be provided for pupils with no access to ICT

Responsibilities for blended learning

- Where a group of pupils are isolating and others are in school staff will divide roles so that each key stage has someone responsible for online and someone for in-school learning. Where possible we will aim for staff to do one not both of these jobs.

2.2 Teaching Assistants

Teaching assistants should be available during their normal working hours on the days they are normally required in school.

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.

Teaching assistants may:

- Work in school for specific tasks as required by the Headteacher;
- Undertake remote and/or online CPD training;
- Attend virtual meetings with colleagues

2.3 SEND co-ordinator

The SEND co-ordinator will ensure that children with additional needs are considered when remote teaching plans are devised and any extra resources or provision is available.

2.4 Designated Safeguarding Lead

The DSL (Headteacher) will have regard to the latest government advice https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19 and also the school's safeguarding policy.

Contact will be made with the cluster Early intervention team if necessary and also the Changing Lives trailblazer team at Lady Manners School if there are mental health concerns about a child.

2.5 Parents and pupils

Staff can expect pupils to:

- Try their best to complete the activities provided on a daily (weekday) basis; Do some reading (or listen to some reading) every day;
- Seek help if they need it from adult(s) at home;

Staff can expect parents to:

- Support their child(ren) as best they are able given their own home circumstances, health and work commitments etc;
- Seek help from the school if they need it;
- Be respectful when making any complaints or concerns known to staff;
- Confirm that they are happy for their child's work to be uploaded to the school website
- Alert the school to specific needs especially regarding availability of technology

2.6 Governing Body

The Governing Body is responsible, (including as advised by the DfE,) for:

- Supporting staff and pupil well being;
- Being pragmatic about what is covered in virtual meetings by prioritising urgent, time bound decisions only
- Keeping monitoring to a minimum by focussing on safeguarding, health and safety, headteacher and staff wellbeing and (to a lesser extent) the school's approach to providing remote learning for pupils;
- Directing any approaches by parents made to them directly or indirectly to the school via email to headteacher@litton.derbyshire.sch.uk
- Determining how to handle statutory procedures during a period of enforced closure such as grievance and disciplinary panels, exclusions, complaints and admission appeals, noting that:

Exclusions –the DfE has clarified that the statutory timeframes for considering exclusions are still in effect but that the regulations already anticipate that these timeframes cannot always be met.

Complaints-the DfE has updated their guidance for school's complaints policies to provide that new or existing complaints should not be handled whilst schools are closed. If a school is closed during the enforced closure period, the Headteacher should write a response to outline the school's position and explain that the school is unable to follow its usual complaints process until school has reopened.

3. Who to contact

If staff have any questions or concerns, they should contact the following individuals:

- Issues in setting work –contact the Headteacher or SENCO
- Issues with behaviour – contact the Headteacher
- Issues with IT –contact Itjustdone
- Issues with their own workload or wellbeing –contact their line manager or Headteacher
- Concerns about data protection –contact the Headteacher who will liaise with the data protection officer
- Concerns about safeguarding –contact the DSL or as set out within the school's Child Protection Policy
- If parents have any concerns above and beyond the acknowledgement of work by the class teacher, then they should contact the Headteacher

4. Data protection

4.1 Accessing personal data

When accessing personal data, all staff members will:

- Only use their official school email account and never use personal messaging systems;
- Connect to the school network using only a school remote desktop connection to work with any personal data to ensure that no data actually leaves the school premises.

4.2 Sharing personal data

Staff members are unlikely to need to collect and/or share personal data. However, if it does become necessary, 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.Homework

This policy will apply to the normal use of remote learning for homework when the school is operating normally. Please see Homework Policy.

6.Safeguarding

The school's Child Protection Policy has been updated to reflect the current situation.

7. Monitoring arrangements

This policy will be reviewed annually by the Headteacher. At every review, it will be approved by the Governing Body.

8. Links with other policies

This policy is linked to the school's following policies:

Behaviour Policy

Child Protection Policy

Data protection policy and privacy notices

ICT and Acceptable Use Policy

Staff Code of Conduct

Homework Policy

APPENDIX: links to professional guidance, advice and support

Safeguarding and remote education during coronavirus (UK Government)

https:///www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19

'There is no expectation that teachers should live stream or provide pre-recorded videos. Schools should consider the approaches that best suit the needs of their pupils and staff'

Joint Union advice on COVID-19 (ASCL, NAHT, NEU)
https://neu.org.uk/media/9826/view 'We cannot home school the nation's children'

Coronavirus advice (NEU)Distance teaching and learning for school leaders
https://neu.org.uk/advice/coronavirus-distance-teaching-and-learning-school-leaders

A maximum of two to three hours of 'work' per day is plenty'

Distance teaching and learning for primary teachers

https://neu.org.uk/advice/coronavirus-distance-teaching-and-learning-primary-teachers

Teachers should not live stream lessons from their homes, nor engage in any video calling unless in exceptional circumstances, with the parent. Online lessons are not desirable for primary children as the teacher-pupil interaction is not easily replicated'

Undertaking remote teaching safely(NSPCC)

https://learning.nspcc.org.uk/news/2020/march/undertaking-remote-teaching-safely

Safe Remote Learning advice from the PHSE Association

https://learning.naht.org.uk/news-and-opinion/news/curriculum-and-assessment-news/safe-remote-learning-in-pshe-education-advice-from-the-pshe-association