Ouston Primary School

Remote Learning Policy

1. Aims

This remote learning policy 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

This policy applies when the majority of the school or a class/year group of pupils are not in school. For Remote Learning for individual pupils, see Section 7.

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers should be available to work during their usual school hours.

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 providing remote learning, teachers are responsible for:

> Setting work for their own class each day. This will include daily Maths and English lessons plus a weekly Science, ICT, RSE and PE lesson (teachers will decide which day these will be set for their class.

> Setting History or Geography, RE, Music and Art/DT tasks in addition to the above if the period of absence is longer than two weeks.

> Reception and Nursery classes will have daily Maths and English tasks plus additional lessons each week which relate to other areas of learning within the Early Years Curriculum.

> Ensuring that tasks set are matched well to the needs of the class, including SEND pupils and the most-able.

> Setting the work by 4pm the day before. This will be in the form of a daily Maths and English video lesson using OBS Studio (Teachers to see Appendix 1 – OBS Screen Recording Guidance') plus task sheets for these and other subjects.

> Sending the lesson plans to parents/carers in the following ways:

- If the file is small enough, by Class Dojo

- Larger files will be uploaded to YouTube as an unlisted video. The URL link will be sent to parents/carers via Class Dojo.

- For parents/carers who request this, and depending on the current local/nation guidance, a paper copy of tasks sheets can be collected by the parent/carer from the School Office. The teacher will let the parent/carer or the School Office know when this will be ready for collection. The vast majority of parents/carers are able to access Class Dojo on phones or ipads/tablets and so should be able to access the Maths and English videos daily.

Please note, wherever possible at the beginning of a period of Remote Learning, pupils will be sent home with the following:

- A Maths exercise book
- An English exercise book
- An exercise book for other subjects
- A number of reading books
- Their school pencil case

> Receiving completed work from pupils/parents/carers in the following ways:

- A photograph of the completed work added to the child's portfolio on Class Dojo
- Some tasks can be completed using the Journal feature within the portfolio area on Class Dojo.
- If unable to use the child's portfolio area, a photograph of the child's work attached to a message to the teacher on Class Dojo.
- We have also starting to use a resource 'Purple Mash' which allows teachers to set tasks and for pupils to upload/save completed work. Pupils and staff are currently familiarising themselves with this resource and it may be used for future Remote Learning.

Please note that teachers will send instructions to parents/carers about how to set up the portfolio feature within Class Dojo.

> Providing feedback to pupils on their work via Class Dojo. This may be done on a daily basis as work is received or as overall feedback for all work completed at the end of the week. Additional messages or feedback may need to be given by a Teacher where a child is having difficulty with a task. Some feedback may also be incorporated into Maths and English videos on a weekly basis.

> Uploading Maths/English videos and task sheets to a folder on the Ouston Primary Cloud each week. This will allow Subject Leaders and members of the Leadership Team to monitor the quality and consistency of these, the level of challenge offered and to check what has previously been covered in case of teacher absence from remote teaching role. This will also allow the SENCO to check that work set for SEND pupils appropriately matched to their needs and current Support Plan targets.

> Scheduling a weekly Zoom call so that the Class Teacher can discuss the week's learning with the children and check on how everyone is doing. Teachers will send a Zoom invite via Class Dojo (Teachers to see Appendix 2 'Zoom Call Guidance')

> Getting in touch with parents/carers via Class Dojo if the Teacher is not receiving any completed work from their child. Additional support, advice and strategies/organisation may be required. The Teacher to contact the Headteacher or Deputy Headteacher if they feel they need additional help with a situation of this type or have concerns about the child/family.

Teachers send some Homework tasks to parents/carers, asking for completed tasks to be returned and giving feedback using the strategies outlined above. This will give pupils, parents/carers and staff the opportunity to become familiar with these procedures prior to a full Remote Learning situation.

2.2 Teaching assistants

To support Teachers in providing Remote Learning, Teaching Assistants must be available during their usual school hours.

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

> If the class the Teaching Assistant usually supports is not in school and the Teaching Assistant has also been advised not to be in school, the Teaching Assistant would support the Class Teacher with Remote Learning tasks for the class. This may include creating resources and task sheets for some lesson activities.

> Higher Level Teaching Assistants who usually provide PPA cover for this class would be expected to plan the lesson tasks for the class that afternoon as usual and send to the Teacher to pass on to Parents/Carers.

> If the vast majority of pupils are not in school but school remains open for key worker and vulnerable pupils, Teaching Assistants will be asked to cover small groups of pupils in school, support them with the Remote Learning tasks set by teachers and send photos of completed tasks to teachers. Teachers will email these daily tasks to the Teaching Assistants. In this case, Teaching Assistants would not also be asked to create resources, tasks sheets, lesson tasks as above.

> If no pupils or staff are in school at all, tasks and projects linked to the School Development Plan will be assigned to Teaching Assistants by the Headteacher/Deputy Headteacher.

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

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

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

> 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:

> Co-ordinating the remote learning approach across the school (Headteacher)

> Monitoring the effectiveness of remote learning through a weekly check of work tasks and videos uploaded to the Ouston Primary Cloud and weekly virtual Staff Meetings (Headteacher – KS2/Deputy Headteacher KS1 & EYFS). This will include a check of how well tasks are matched to the needs of the class/year group, including SEND and most-able pupils.

> Weekly communication with SEND pupils to check how these pupils are managing with Remote Learning and to support as needed (SENDCO)

> Monitoring the security of remote learning systems, including data protection and safeguarding considerations (Headteacher/Deputy Headteacher and IT Team)

> Providing a regular newsletter and other forms of communication to parents/carers (Headteacher)

2.5 Designated safeguarding lead

If our school site is open for remaining year groups, vulnerable children and children of key workers, the Designated Safeguarding Leads/Deputies continue to be the Headteacher (L Lavelle) and Deputy Headteacher (J. Wise) and at least one of these staff members should be on site daily. In the unlikely event that neither of these staff are on site, they will be available by telephone and staff members should contact them directly if any incidents of a child protection nature occur. All staff members have the relevant contact numbers for the Designated Safeguarding Lead/Deputy and if in any doubt should speak to the School Business Manager Annette Tyrell who will also, wherever possible, be on site daily.

In this situation, the Designated Safeguarding Leads/Deputies will be available to be contacted by parents/carers, other agencies to ensure the safety and well-being of all our vulnerable children. They can be contacted via our school telephone number in the first instance and whether they are on or off site they will gain contact with any family or professional as soon as possible.

Contact with the Designated Safeguarding Leads/Deputies should be within the hours of the school day 9am-3.30pm ONLY. Designated Safeguarding Leads/Deputies cannot be responsible for not receiving calls and messages outside of these times. In the event that children or families need support immediately please contact our front door services immediately **First Contact: 03000 267979**or contact the Police.

During a period of Remote Learning, Designated Safeguarding Leads/Deputies will continue to contact vulnerable children and their families in the following timescales if the school is closed or these children do not return to school during the phased return: children the subject of a Child Protection Plan (daily), children who have a Child in Need Plan (twice weekly), Looked After Children (twice weekly dependent on the child's individual placement needs) or children with an Early Help Plan (twice weekly). A record is kept of this contact.

Please note that in the case of a full lockdown situation, a Child Protection Policy Addendum will be added to the school website with more specific details relevant to the current situation.

2.6 IT staff

IT staff are responsible for:

> Fixing issues with systems used to set and collect work

> Helping staff and 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 staff with accessing the internet or devices

2.7 Pupils and parents/carers

Staff can expect pupils learning remotely to:

> Complete work to the deadline set by teachers

> Seek help if they need it, from their parents/carers, teachers or teaching assistants

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

> Support their child in accessing tasks from Class Dojo and support as needed when completing tasks.

> Monitor their child's use of any online activities and ICT equipment.

> Seek help from the school if they need it

> Be respectful when making any complaints or concerns known to staff

Please note that school expects the learning tasks sent home to be completed by all pupils and will make contact with parents/carers if this is not the case.

2.8 Governing Body

The governing body is responsible for:

> Monitoring the school's approach to remote learning to ensure education remains as high quality as possible and 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 SENCO

> Issues with behaviour – talk to the Headteacher or Deputy Headteacher

> Issues with IT – talk to IT staff

> Issues with their own workload or wellbeing – talk to the Headteacher or Deputy Headteacher

> Concerns about data protection – talk to the Headteacher or School Business Manager

> Concerns about safeguarding – talk to the DSL

4. Data protection

4.1 Accessing personal data

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

> Only have access to personal data (parent/carer emails) via Class Dojo

> Use school devices (ie laptop/tablet) to access the data – rather than their own personal devices

> Continue to follow the schools Data Protection Policy

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

> Ensure IT staff have installed antivirus and anti-spyware software

> Keeping operating systems up to date – always install the latest updates

Staff will continue to follow the ICT Acceptable Use Policy during periods of Remote Learning

5. Remote Learning for Individual Pupils

Where individual pupils are not in school due to self-isolation and their class and teacher remain in school, teachers will not be able to send daily Maths/English videos as in our full remote learning plan but will ensure that these pupils cover the same Maths/English objectives as the rest of the class in school and tasks relating to Foundation subject learning taking place each week. These tasks will be sent to the parent/carer via Class Dojo or a paper pack may be collected from the School Office. Feedback will be sent to the child via Class Dojo and a weekly phone call may also take place.

6. 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.