



# REMOTE LEARNING POLICY

It was approved by the Governing Body: Autumn term 2023

This policy will be reviewed in the academic year: 2024

# 1. Aims

In order to ensure that learning is continued, irrespective of lockdown and self-isolation, Oakfield Primary School has developed the following plan. This plan offers remote learning opportunities whilst also acknowledging that some households have limited access to devices and would require hard-copies of work and resources.

**This remote learning policy for staff aims to:**

- In the event of any form of isolation and loss of learning caused by Coronavirus, parents must understand that engagement in home learning is compulsory, as is the expectation that Oakfield Primary School makes that provision available and accessible to all. However, if children themselves are too ill to attend then they should not be expected to engage in home learning.
- In preparation for home-learning, parents and children need to receive logins and passwords for the following platforms (likewise teaching staff need to be familiar with them):
- Active Learn
- Oak National Academy
- BBC Bitesize / BBC Teach Live Lessons for Primary Schools
- Bug Club
- Reading plus KS2

# 2. Roles and responsibilities

## 2.1 Teachers

When providing remote learning, teachers must be available between 9.00am and 3.30pm.

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. Staff from the parallel class will then be able to support remote learning for this class.

**When providing remote learning, teachers are responsible for:**

### Setting work

- Work should be set for their class and the parallel class in the event of this staff member being ill.
- Work set should be aligned as close as possible to the work set during a normal school day. Eg English, Maths, Reading, Wider Curriculum, Active sessions using uploaded worksheets/PPTs/videos/links
- Work must be available on Class Dojo (where necessary) by 8.45am.
- As normal, planning should be done across the year groups to ensure consistency for all, although alterations may be made in order to adapt to the online systems available.
- All staff should monitor contact with their pupils. If not online, then at least weekly contact is the minimum through Class Dojo or by telephone.
- Emails / messages need not be answered outside of normal working hours.

- Staff should ensure that any concerns / complaints are referred to a member of the SLT as is normal practice. Any safeguarding concerns must be reported immediately to either of the Designated Safeguarding leads and must be recorded on CPOMs. (see below)
- Staff should alert a member of the SLT if a child is not completing work whilst at home and a decision will be made whether a phone call from the class teacher or a member of the SLT is in order.
- In the event of a class teacher becoming ill, staff from another class in the phase will manage the gap
- Due to safeguarding concerns we will not be conducting live lessons

#### **Attending virtual meetings with staff, parents and pupils**

- Staff should ensure that they are appropriately dressed (as per the staff handbook) when recorded lessons or attending virtual meetings.
- Staff must make sure that locations are carefully considered and are appropriate (including background)

### **Worksheets and Practical Resources**

If a child is isolated from school i.e. the child is sent home from school to either receive a test or self-isolate as someone in the household is being tested, paper packages of learning with full instructions will be provided. These will either be dropped off by a school staff member or an arrangement for collection will be made

Children will have immediate opportunity to continue their learning.

### **Remote Learning**

The initial response to any isolation will be to provide children with home learning materials. In the case of whole cohort isolation, resources will be uploaded to Class Dojo and priority children will have packs delivered. Teachers/children/parents will be able to share information and ask or offer support when needed. This measure will afford teachers a short time to prepare their remote learning resources.

The school will adopt an approach to remote learning which will cover the following circumstances:

- A pupil needs to isolate because someone in their household is symptomatic or tests positive
- A whole class or cohort is isolating because a group tests positive
- A teacher is isolating because a member of their household has tested positive or is displaying symptoms
- Completed work should be photographed/ scanned and uploaded to Dojo or returned to the school as agreed depending on family circumstances. Feedback will be given

## **2.2 Teaching assistants**

When assisting with remote learning, teaching assistants must be available between 9.00am and 3.30pm

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 pupils who aren't in school with learning remotely
- Which pupils they'll need to support
- How they should provide support

**Attending virtual meetings with teachers, parents and pupils**

- Staff should ensure that they are appropriately dressed (as per the staff handbook) when conducting live or recorded lessons or attending virtual meetings.
- Staff must make sure that locations are carefully considered and are appropriate (including background)

## **2.3 Subject leads/SENCO**

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
- 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
- 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
- Alerting teachers to resources they can use to teach their subject remotely
- Where children would normally receive additional support from SEND agencies, the SENCO will make arrangements for those to continue where possible

## **2.4 Senior leaders**

**Alongside any teaching responsibilities, senior leaders are responsible for:**

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning - reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## 2.5 Designated safeguarding lead

The DSL is responsible for:

See Safeguarding policy addendum.

## 2.6 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

## 2.7 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 their line manager where appropriate. For any safeguarding questions or concerns contact the DSL.

## 4. Data protection

### 4.1 Accessing personal data

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

- Use the systems in place at school, all our systems are the latest cloud based technology which allows users to access and update information **simply and efficiently** from any web browser. They are **safe and secure systems**, which each user can access with a unique username and password from any internet connected device.
- Only access school data using school devices (which are provided) rather than their own personal devices.

## **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**

Please see addendum to the Safeguarding and Child Protection policy.

## **6. Monitoring arrangements**

This policy will be reviewed annually or as required by the Head teacher and it will be approved by the Governing Body.

## **7. Links with other policies**

This policy is linked to our:

- Behaviour policy
- Safeguarding and Child protection policy see addendum
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy