



Winterbourne Nursery and Infant School

Inspire – Learn -Be Proud

WINTERBOURNE NURSERY AND INFANT SCHOOL

Remote learning policy

December 2020

Approved by:	Petra Jones (Acting Headteacher)	Date: September 2020
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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.
- Ensure pupils unable to attend school remain fully included within the school community.
- Continue to ensure that every child receives the best education the school can provide them.
- Ensure that remote education is integrated in the curriculum so it is an essential part of the school curriculum, alongside classroom teaching, or in the case of a local lockdown.

2. Roles and responsibilities

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.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- If the class teacher is unwell and unable to lead remote learning, then the Senior Leadership team will take direct responsibility for this. If this is the case, home learning provision and systems may need to be adapted so that school leaders can continue to manage their leadership roles while carrying out remote learning for the class.

Designated safeguarding Lead

The DSL is responsible for:

- Safeguarding concerns, including those related to Remote Learning
- Please refer to Child Protection and Safeguarding Policy.

SENCO

The SENCO is responsible for:

- Ensuring that children's learning with additional needs is been supported.
- Ensuring that families with children with additional needs know how to support the children at home.

- Monitoring the effectiveness of remote learning for children with additional needs.
- Contacting vulnerable pupils weekly.

Teachers

When providing remote learning, teachers must be available between 8am- 4pm on their working days. 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. Please refer to the Staff Handbook.

When providing remote learning, teachers are responsible for:

Setting work:

- Teachers should plan lessons that are relevant to the curriculum focus for that year group and endeavour to replicate this through video clips and tasks for home learners.
- Teachers will provide learning for their current class. The amount of work they need to provide is daily Maths and English lessons plus 3/4 lessons for foundation subjects each week. Daily phonics lessons will be planned for KS1.
- Teachers will use resources provide by the Oak National Academy, Power Maths website, as well as other resources identified by school curriculum leaders.
- Teachers will create videos for key teaching points in English, Maths and Topic and will upload those on the school's website under their current year group. Teachers will upload weekly learning packs on the school website. The packs can then be accessed at home, printed by staff who are on site, ready for parents to collect or staff can deliver to homes.
- Any resources used, including websites and worksheets, should, where possible, be shared with home learners electronically.

Providing feedback on work

- Children will be provided with a home learning book where they will record the task set. There will be an expectation that parents will take a photo of the completed work each day and email to their child's teacher. This will then be assessed by the teacher to ensure that the children have understood the task and provide challenge and support.

Keeping in touch with pupils who aren't in school and their parents

- In the case of a national/ local lockdown or class isolation, Teachers will call pupils/parents at least once a week. Any concerns should be recorded on CPOMS and Head teacher alerted. In the event of a self/class bubble isolation, communication will be via email. If there has been no communication from either a parent or child by day 2 of lockdown/self-isolation period starting, teacher or SLT member will call parents/pupils on day 3.
- Vulnerable pupils will be called weekly - CP/EHCP/identified pupils, this will be done by SENCO/DSL.
- Year group emails to be sent out to parents as a way of communicating with their child's class teacher.
- Emails received from parents and pupils are to be checked between 8am and 4pm, Mon- Fri. Teachers should respond to pupil/parent emails within 48hours.

Attending virtual meetings with staff, parents and pupils:

- Dress code (Please adhere to the Staff Handbook and Dress code policy)

- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)
- ❖ Should a staff member require support with the use of technology, it is their responsibility to seek this support in school and Senior Leaders will ensure that support is given promptly.

Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.30am – 3.30pm on their working days.

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. Please refer to the Staff Handbook.

When assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely, when requested by Head Teacher/SENDCO.
- Liaising with class teachers to support planning and resourcing differentiated learning.

Attending virtual meetings with staff, parents and pupils:

- Dress code (Please adhere to the Staff Handbook and Dress code policy)
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

If teaching assistants will also be working in school, responsibilities will be allocated by SLT, according to the current needs of the school.

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
- 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 adhered to
- 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
- Review work set weekly.

IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work.
- Helping staff 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.
- Updating the school's website with current learning.

Pupils and parents

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.
- Visit the school's website to access remote learning.
- Send photographs of their child's learning to their child's class teacher via each year group emails.
- Be respectful when making any complaints or sharing concerns

Governing body:

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 the following individuals:

- Issues in setting work – talk to the relevant subject lead or SENCO
- Issues with behaviour – talk to the SENCO/Inclusion lead
- Issues with IT – talk to IT staff
- Issues with their own workload or wellbeing – talk to their year group leader or headteacher

- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DSL

Please adhere to the Staff Handbook.

If parents have any questions or concerns about remote learning, they should contact their child's class teacher via each year group emails or contact the school on [020 8684 3532](tel:02086843532) for further information.

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes:

- Teachers are able to access parent contact details via school office. Do not share any details with third parties.
- School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as [email addresses or phone numbers] as part of the remote learning system. As long as this process 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 refer to Child Protection and Safeguarding Policy.

6. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government by the Headteacher. At every review, it will be approved by the Governing Body.

7. 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
- ICT and internet acceptable use policy
- Online safety policy
- Remote learning policy
- Staff Handbook