



## Remote Learning Policy 2021/22

## **1. Aims:**

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not 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**

In the event of a whole cohort lockdown class teachers, supported by other colleagues will be responsible for providing and monitoring remote learning for their cohort

When providing remote learning, teachers must be available between 08.30 a.m. and 3.30 p.m.

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.

### **Start of Year individual lockdown:**

We will follow procedures for this part of the policy at the end of Autumn 2 which is when our learning platform is up and running fully. The gap between the start of the academic year and now has been filled with learning activities on our website. Normal absence policies and protocols are in place as usual. Support needs to be in place to ensure that children are safe, happy and building on positive learning behaviours.

- Children will be provided with core learning – Maths, English, and Reading
- All year groups will have 'live teaching sessions' (3) via Zoom (Live session risk assessment to be followed – there is a slight variation for Nursery – they will have one zoom session daily and teacher will send activity suggestions home via email
- SEND pupils will receive a 'grab bag' of resources to have at home to access developmentally appropriate tasks

Government drive in key areas as indicated below:

Nursery	Reception
Communication and language Personal, social and emotional development Physical Education	Assess gaps in language. Early Reading Mathematics Acquisition phonic knowledge and extending vocabulary

### **Whole Cohort lockdown:**

All teachers will be responsible for supporting their classes during cohort lockdown.

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

**Curriculum at Odessa:**

***All teachers to plan and follow the usual curriculum (see website for curriculum guides) and if needed make adaptations.***

- Providing Reading, English, and Maths in line with the current curriculum coverage
- non-core subjects will also be catered for – subject leaders to support and monitor these subjects
- Work should be prepared on dB Learning platform so children can access them as soon as a closure happens so that by 09.00 a.m. each day so that families can ensure children complete tasks
- Meeting Individual needs will be met with specific programmes of learning for different groups of learners as needed – learning paths are created by teachers to support this
- Ensure that work is in place for children who do not have devices available at home - this can be done via the website providing activity suggestions
- Details of how to use the dB learning platform have been sent home but will also be available on the website
- Year group leaders will coordinate and communicate with colleagues each day. This may be completed by Zoom or by a mutually agreed platform such as email/telephone communication.
- Teachers and SLT can track that children are logging on to the learning platform and if children are not engaging families will be contacted phone calls home will be made to find out what is preventing them from logging on

***When providing remote learning, teachers are responsible for providing feedback on work:***

- Teachers will review submitted work and provide comments, as appropriate, via dB learning platform
- Feedback should be given within 1 day of the task submission deadline if appropriate
- Children not using the dB learning platform should be contacted via telephone to support them and encourage them to complete suggested activities
- Nursery children will receive weekly telephone calls from their teacher
- SEND parents will receive a telephone call from the SENCO

***Keeping in touch with pupils who are not in school and their parents:***

- *All pupils will receive a weekly call from their teacher* - Where a concern is raised by a child at the check in – the class teacher should inform a member of the safeguard team and their line manager, who will complete a welfare phone call and all concerns must be recorded on safe guard online
- Where a child has not logged on to dB learning for 2 consecutive days, class teachers should then request to for the parents contact details - firstly contact them by email and if no response then by phone.
- Complaints shared by parents and pupils must be raised with a member of the leadership team.

***Class cohort remains but individual or groups of children are self-isolating:***

- Children will be able to access key skill activities via the dB learning platform so that they can work on Math and English immediately

- Where children do not have a device available a set of activities will be created that are inline with current learning and accessed via the website
- Consideration will be taken about the needs of our individual children and support adapted accordingly

## **2.2: Teaching assistants**

When assisting with remote learning, teaching assistants must be available between 08.30 a.m. and 3.30 p.m.

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.

In the event of a whole cohort lockdown affected teaching assistants will be allocated responsibilities by SLT.

## **2.3 Subject Leaders and Year Group Leaders**

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether the 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
- Year Group Leaders and SLT will monitor the remote learning and feedback by reviewing content on dB learning platform
- -Year Group Leaders/SLT will be responsible for checking their year group for absent children and ensuring that systems are in place and all children have work and the tracking system is up to date

## **2.4 Senior Leaders**

Alongside any teaching responsibilities senior leaders are responsible for:

- Coordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning – such as through regular meetings with teachers and subject leaders, 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
- Providing remote learning cover in the event of staff illness

### **Pupils with Limited or No Access to Devices:**

- SLT/IT/Admin team will circulate a survey to find out who has and who not got access to devices at home (Autumn term)
- School to loan additional devices (if they receive them) to families in need
- ICT Lead to ensure families sign a Tech Home School Agreement
- SEND 'grab bags' provided to those choosing not to attend the SEND provision
- Activity pack available with physical resources to support learning (where there are no devices)
- Worksheet packs and lesson guides (written) given to support learning at home

## **2.5 Pastoral and Administration Staff (including the Attendance Officer)**

- The DSLs will coordinate any welfare concerns raised during remote learning – this may be from daily check ins, concerns raised via safeguard software or alerts from external professionals
- They will seek contact with any children who are not engaging after a day, with remote learning – initially by a telephone call and text. If there is still no contact with family members a DSL +1 will undertake a doorstep home visit
- During normal operation, the attendance in lead that day, will populate a daily list of children are self-isolating, by no later than midday (12.00 p.m.) and share with teacher and year group leader who will then organise remote learning.
- Upon notification of a child or family self-isolating, the teacher/ year group leader will issue guidance as to how families can access learning. This will be shared via e mail, website referral or hard copy.
- Date of self- isolation will be added to a calendar so that the return date can be added and tracked to ensure actual return is appropriate

## **2.6 IT staff**

Are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they are experiencing

## **2.7 Pupils and Parents**

*Staff can expect pupils learning remotely to:*

- Complete work to deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they are 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 cannot complete work
- Seek help from school if they need
- Be respectful when making any complaints or concerns known to staff

## **2.8 Governing Board**

*The governing board is responsible for:*

- Monitoring the schools' 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 Year Group Lead or super admin (DHT)for your phase
- Issues with behaviour – talk to the Year Group Lead or DHT
- Issues with IT – talk to the IT technician or to the computing lead to support you
- Issue with dB learning platform contact their helpline
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DSLs

## **4. Data Protection**

#### **4.1 Accessing personal data**

When accessing personal data for remote learning purposes all staff members will immediately delete from devices that they have used. Personal data will not be held on pieces of paper so that there is limited risk of loss. Personal data will either be transferred via email only.

staff are reminded to collect and/share as little personal data as possible online.

#### **4.2 Keeping devices secure**

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- 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
- Installing antivirus
- Keeping operating systems up to date – always install the latest updates

#### **5.1 if Staff conduct supporting virtual meetings**

We expect staff to refer to the staff code of conduct policy. In addition, some further points to consider when working in a virtual situation:

- Consider background noises (ensure a quiet place and mute when needed to ensure other conversations are not heard)
- Ensure the location is suitable
- Ensure a suitable dress code is in place and expected by all pupils
- Ensure privacy when in a call or video conference, as much as possible to safeguard children
- Remind children about online safety and privacy settings. Remind about core values and respect at all times

#### **5.2 FSM and Vulnerable children**

Children will be monitored carefully so that if they are indicated as being a pupil premium additional support is in place and discussions are in place to ensure that meals are in place as they would be in school hours.

#### **6. Monitoring Arrangements**

This policy will be reviewed termly. At every review it will be approved by the Head Teacher, Clare Barber.

#### **7. Links to 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

Home School Visits policy

## **8. Training Support**

*Teachers and support teachers will have online training available via dB Learning so that they can improve their skills and use the platforms to meet this policy and the expectations for learning. There is also a helpline for dB Learning for any queries or support*