



# Osmotherley Primary School

## Remote Learning Policy

Agreed by Curriculum and Standards Committee	December 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.

### Teachers

When providing remote learning, teachers must be available between 9am and 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.

When providing remote learning, teachers are responsible for:

#### Setting work

- Teachers will provide learning for their current class. The amount of work they need to provide is daily Maths and English lessons plus 3 or 4 lessons for foundation subjects each week.

Daily phonics lessons will be planned for EYFS and KS1 and SPAG lessons for KS2.

- Teachers will use resources provide by the Oak National Academy, White Rose Maths, MyMaths, Sumdog, Reading Plus(Y5/6), BBC Bitesize, Purple Mash as well as other resources identified by school curriculum leaders.
- The work will be set daily.
- Teachers will upload learning packs on the school website, Google Classroom or Seesaw which can be accessed at home. Pupils without internet access at home will be provided with paper copies of the learning, printed by the teachers who are on site, ready for parents to collect or staff can deliver them to families.
- Teachers will outline the work daily via Google classroom (KS2) or Seesaw (KS1). Pupils in KS2 can take school Chromebooks home for remote learning.

### Providing feedback on work

Pupils can submit work to their class teachers via Google Classroom or Seesaw. All work submitted will be acknowledged by the class teacher. Feedback will be given for English and Maths on an individual basis. Feedback will be age appropriate.

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

In the case of a national or local lockdown, teachers will call pupils/parents at least every 2 weeks. Any concerns should be recorded 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 3 of lockdown/self-isolation period starting, teacher or SLT member will call parents/pupils on day 4.

Vulnerable pupils will be called weekly - CP/EHCP/identified pupils, this will be done by SENCO/DSL.

Emails received from parents and pupils will be checked between 9am and 3.30pm, Mon- Fri. Teachers should respond to pupil/parent emails within 48hours.

### Teaching assistants

When assisting with remote learning, teaching assistants must be available during their usual working 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:

Supporting pupils who aren't in school with learning remotely

- When requested by Head Teacher/SENDSCO
- Will liaise with class teachers to support planning and resourcing differentiated learning

### Subject leads

Alongside their teaching responsibilities, subject leads are responsible for monitoring the work teachers set by their subject.

- Review work set weekly

### Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – 9am-3.30pm although they may not always be in front of a device the entire time
- 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

## Governors

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 Head Teacher

Issues with IT – talk to Schools ICT 0844 8757428

Issues with workload or wellbeing – talk to the Head Teacher

Concerns about data protection – talk to the data protection officer

Concerns about safeguarding – talk to the DSL

## 4. Data protection

### Accessing personal data

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

- Teachers are able to access parent contact details via school office. They must 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

### 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

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

Home-school agreement

Online safety policy

Internet acceptable use policy