Remote learning contingency policy

Holyport CE Primary School

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1. Aims

This remote learning contingency 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

2. Roles and responsibilities

2.1 Teachers

When a class is required to self-isolate, the teacher who may also be self – isolating, will support the remote learning and teachers must be available between 8.30am – 3.15pm.

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 and call the Headteacher before 7.30am.

When providing remote learning, teachers are responsible for:

Setting work –

- Producing the 'self-isolation 'timetable and publishing this to the website weekly, to the class pages.
- Providing the video clips, worksheets and the overall amount of work to cover this timetable
- The timetable is produced in collaboration with the phase teams.
- Ensure pupils and parents can use Seesaw at home for messages and instructions to the class/individual where appropriate.
- Work with the SENCO/PP Leader to identify those pupils who lack the technology at home and plan to support them.
- During the period of self – isolation, the class email system can be activated.
- If there is something that requires demonstrating, teachers based at school can use their i-pads to video this and email to the teacher self-isolating, to share via seesaw (Y1 – 6) or Tapestry (Early Years only)

Providing feedback on work:

- Completed work is sent in on Seesaw or Tapestry
- On Seesaw, teachers can give verbal or written feedback throughout the day and monitor and support if there are questions about the work
- Teachers can give feedback daily until 3:15pm and will show they have read work, by 'liking' the pupils post or by giving a sound clip or written comment as feedback. Their feedback may ask the child to check particular answers or provide a note on how to improve or will praise their efforts and work. Where possible, this will be in line with the schools marking policy of using "wow and/or now".

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

- Teachers use Seesaw as a first point of communication with the family and the pupil.
- The Class email is also available for longer message to and from the teacher to parents
- Emails are answered during the working week and working hours. If a parent or child sends in work outside these times, it will be acknowledged, marked and receive feedback within the next set of working hours.
- Safeguarding remains in line with the school policy and this contains an update related to the Coronavirus pandemic. Teachers should still report any safeguarding concerns using the digital version, Cause for Concern Form and send to the Headteacher passworded and labelled as a C4C. This will be handled in the same way as one received in school.
- If a child persistently and despite reminders to the pupil and parent, does not produce work for seesaw or email, then a follow up call will be made to the parent to identify if there is a barrier to learning. The school will always work first with the parent and will speak with the child (on speakerphone) if there is encouragement needed.
- Housepoints and electronic housepoint certificates will still be awarded/sent to those at home.
- Stars of the Week would still be chosen from the class, if they are self – isolating and will be announced in line with the permissions from parents.

Attending virtual meetings with staff, parents and pupils:

- The use of google meets or MS Teams can be used in certain circumstances to make a call from home to a parent. At Holyport, we do not advocate use of videos filmed from a teacher's home. In most circumstances, a phone will be adequate form of communication. Exceptional circumstances will be deemed as such by the Headteacher only.
- If necessary, the Headteacher will arrange a MS Teams video link to discuss an urgent matter with a parent on behalf of the teacher.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between their usual working hours, which will vary from TA to TA.

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. The procedure is the same as outlined in the School's Staff Handbook, to call the Headteacher by 7.30am.

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

Supporting specific pupils who aren't in school with learning remotely:

- Which pupils they'll need to support
- How they should provide support

Tas are not expected to attend virtual meetings with parents and pupils, however if a Teacher would like to contact them to discuss the work planned and how they can help the class, then a mutual MS Teams meeting should be arranged.

- Staff should still wear smart/casual clothes as they would for work, during these calls
- A safe and secure locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

If teaching assistants of the class are not self-isolating and remain at school, they should:

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

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 - e.g. hold regular meetings with teachers or by reviewing work set on the website.

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 - this is primarily the Headteacher and Deputy and Phase Leads role.

Monitoring the effectiveness of remote learning – SLT will hold regular meetings with teachers (by phone) 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

2.5 Designated safeguarding lead

The DSL is responsible for:

- Ensuring the child protection and safeguarding policy responsibilities are met during remote learning as they are whilst pupils are at school.
- Ensuring remote CP and Health and Safety training opportunities are made clear to all staff
- Dealing with C4Cs – those submitted electronically and/or in person
- All aspects as outlined in the Schools CP policy.

2.6 IT staff

IT staff (Cybersupport) are responsible for:

Fixing issues with systems used to set and collect work – emails

Helping staff and parents 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 teachers to help pupils and parents with accessing the internet or devices

2.7 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 – if you know of any resources staff should point parents towards if they're struggling, include those here

Be respectful when making any complaints or concerns known to staff

2.8 Local 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 – Year Group Colleagues or talk to the relevant subject lead or SENCO
- Issues with behaviour – Head or Deputy
- Issues with IT – SBM in the first instance, then Head or Computing Lead
- Issues with their own workload or wellbeing – talk to their line manager e.g. phase leader, deputy or HeadTeacher
- Concerns about data protection – talk to the data protection officer, which is our SBM
- Concerns about safeguarding – talk to the DSL, which is our Headteacher or in her absence, DDSL (Deputy Head)

4. Data protection

4.1 Accessing personal data

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

Still be able to access our MIS (Integris) from home

Be able to use the MS One Drive to store key documents to edit from home

Use the devices loaned to them by the school only. Staff are not to use personal computers to store and save children's details or work.

The staff should follow the AUP and Online Safety policy as they would in school.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses of parents, 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

School laptops contain the Impero software, which logs use of the laptop or device.

All staff members will take appropriate steps to ensure their devices remain secure. This should be in line with the AUP signed each year and 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)

Not saving work or details of pupils or parents onto a USB or portable drive

Keeping the school's laptop secure at home and not leaving in a car on display or in the boot at any time, other than when in transit to and from the school.

Please refer to the full policy on our website.

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 – use of the schools Sophos for this

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

5. Safeguarding

The policy has been circulated to all staff via email and staff sign to say they confirm it has been read and understood. It is also available on the school's website.

6. Monitoring arrangements

This policy will be reviewed following staff and parent feedback when its implemented, new Government or ODST guidance is available. 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
- ICT and internet acceptable use policy
- Online safety policy

And other related policies