



# **Remote Learning Policy**

**January 2021**

# Remote Learning Policy

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## Aims

This remote learning policy 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

## 1. Roles and responsibilities

### 1.1 Teachers

When providing remote learning, teachers must be available between 8.30am and 3.15pm daily.

If they are unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

- Setting work:
  - For the children in their classes, year groups or as directed by the senior leadership team (SLT)
  - Sufficient to meet the needs and expectations as laid out in the weekly timetable
  - Liaising with their colleagues within their year group, to ensure consistency in expectations and quantity, to share planning across classes
  - To provide paper work packs for pupils who are unable to access online learning, SLT to be consulted before agreeing to paper pack
- Providing feedback on work:
  - As appropriate to the work, and as directed by SLT
  - Either through email, response online, telephone calls (using school phone or home phone with tracking disabled) or marking
  - Within an acceptable timeframe as directed by SLT

- Keeping in touch with pupils who aren't in school and their parents:
  - Through regular contact as directed by SLT
  - Via regular emails and or phone calls,
  - Responding to parents' emails during the school working day
  - Referring any concerns to a senior member of staff, should they feel uncomfortable in any way regarding contacting a pupil/parent (safeguarding or other)
  - Following up where a child has not completed work remotely through contacting parents
  - Discussing concerns with their line manager, should work consistently not be completed and agreeing next steps
  - Recording contact on tracking spreadsheets and CPOMs, if applicable
  
- Attending virtual meetings with staff, parents and pupils if necessary:
  - Adhere to the Trust's Code of Conduct in terms of professionalism, dress code and other expectations
  - If a virtual meeting is with the pupil/s video function should be used and stored on the system
  - Where it is felt appropriate, two staff members can be present at a virtual meeting, e.g. a child protection issue or where previous issues have arisen which have given rise to concerns
  - To avoid areas with background noise and with to use plain backgrounds, if appropriate

## 1.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during their normal working hours.

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

- Supporting children in accessing and completing appropriate remote learning
- To support the teacher in monitoring remote learning
- Contacting individual children/parents as directed by the class teacher
- To provide small group support sessions following the teachers' live input.

There may, on occasions, be the need for the TA to attend a virtual meeting with a parent and/or child. This should only be as directed by the class teacher or SLT and the TA should follow the same rules as teachers where this is the case (see above).

## 1.3 SENCo

The SENCo is responsible for ensuring that children with EHCPs are able to access home learning as appropriate to their need. They will oversee the remote learning provided by the teachers for individual children.

## 1.4 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
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## 1.5 Designated safeguarding lead

The DSL is responsible for Safeguarding as laid out in the Child Protection Policy

## 1.6 Pupils and parents

Staff can expect pupils learning remotely to:

- Attempt to complete the work to the best of their ability
- Submit the completed work as necessary
- Discuss with their parents when there are issues relating to the work set or remote learning in general

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Ensure work is completed on time and submitted as necessary
- Seek help from the school if they need it or if they have concerns about their child's ability or motivation to complete the work
- Be respectful when making any complaints or concerns known to staff

## 1.7 Local Governing Body

The Local Governing Body 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

## 2. Safeguarding

- Remote learning will only take place using Zoom, which has been approved by the Senior Leadership Team.
- Staff will only use their school email address to communicate with parents and children.
- All remote lessons will be formally timetabled; a member of SLT/ the Safeguarding Team is able to drop in at any time
- If live 1-1 sessions take place, they will be recorded on Zoom for safeguarding purposes.
- Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom. All participants are expected to behave in line with existing school/setting policies and expectations.
- Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
- Staff are encouraged to report safeguarding concerns during remote or live streamed sessions as soon as possible to the Designated Safeguarding Lead, Mrs Wilson, in line with our Child Protection Policy. Staff should also report this using CPOMS.
- If inappropriate language or behaviour takes place, participants involved may be removed by staff, the session may be terminated, and concerns will be reported to the Senior Leadership Team. Phone calls to parents/carers will be made.
- Inappropriate online behaviour will be responded to in line with existing policies such as acceptable use of technology, allegations against staff, anti-bullying and behaviour.

### 3. Staff Behaviour Guidance

#### The School Commitment

Heathfield Primary School has a duty of care to staff and as part of this duty it will ensure:

- Appropriate safeguarding and child protection policies and procedures are in place in all areas that undertake work with pupils, that they are continually monitored and reviewed.
- Staff are treated fairly and reasonably in all circumstances.

#### Personal Conduct

##### Confidentiality

- Keep private and sensitive information confidential at all times and only share it with relevant people when it is in the interests of the pupil to do so; where there is doubt regarding this, staff should speak to the appropriate manager to obtain approval.

#### Protocols for online teaching from home

#### Personal/living space

- Be vigilant in maintaining privacy and mindful of the need to avoid vulnerable situations.
- Never conduct lessons from a bedroom or a personal space.
- Conduct lessons in a quiet space, preferably against a neutral background, ensuring that friends and family are never visible during a lesson.
- Conduct lessons within the times identified in the online learning timetable, within the normal school day.
- Ensure that the day is structured with breaks for lunch etc.

#### Staff dress code

- All staff are required to dress in a professional manner whilst teaching online.
- Set appropriate boundaries and behavioural expectations of the children online and maintain the same professional standards as at school, this includes appropriate dress for pupils.

*There are four possible scenarios for remote learning at Heathfield which have been outlined below.*

##### Scenario 1: Teacher self-isolating due to 'Track & Trace' notification or Covid 19 symptoms

The Class Teacher will teach from home using Microsoft Teams/Zoom. A Teaching Assistant will be in the class for behaviour management and safeguarding purposes. The children's school day will look as normal.

##### Scenario 2: Class bubble goes into isolation including teacher

The Class Teacher will teach three/four live sessions a day to children at home using Zoom. These sessions will always include a daily English and Maths session. Following each live teacher input a member of support staff will be available for drop-in support in a separate meeting. Work packs will be made available for any families requesting them, although every effort must be made to ensure the child can access live lessons. This may include the loaning of a device.

##### Scenario 3: Child isolating at home but class are in school

A pack of work will be sent home for the child to complete from the class email address/paper pack. The teacher will phone the child during the isolation period to check in. Heathfield's Home School Mentor and admin staff will also keep in contact with the family.

##### Scenario 4: National Lockdown - school is closed to all but key worker and vulnerable children

Teachers will teach children live sessions each day through Zoom. Key worker and vulnerable children will be supported in school to access the appropriate teaching sessions.