Remote Learning Policy

Last reviewed: September 2021

To be read in conjunction with school's E-Safety policy

Contents

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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

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between the hours of 9.30am and 3.25pm, Monday to Friday.

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 for a bubble or whole-school closure, teachers are responsible for:

Setting work:

- o Teachers will set daily work for children to complete using 'Assignments' in Microsoft Teams.

- o Following the agreed structured timetable (in order to provide a robust, clear structure to the day which closely matches a typical school day – see Appendix 1).

- o Work will be scheduled at 7.30pm for the following day. Work is due in by 11.59pm each evening. Any work submitted after this time will be accepted, but will appear as 'late'.

- o Work that is submitted after 3.25pm will not be marked the same day.

- o ***Please note: children will no longer submit work via homelearning@markeaton.derby.sch.uk. All work will be submitted via Microsoft Teams.***

Providing feedback on work:

- o All work will be submitted by children via "Assignments' in Microsoft Teams.

- o Staff will give individual feedback on assignments set to individual children in both maths and English via the 'feedback' tool.

- o Whole class feedback will be given verbally during each morning meet-up.

- o Where it is deemed necessary for individual children to be given more specific, detailed feedback, this will be given via the 'feedback' tool in 'Assignments' or via the chat function in Microsoft Teams.

- o Teachers will provide written feedback on extended pieces of writing completed throughout the week.

- o *Please note: feedback will no longer be given via homelearning@markeaton.derby.sch.uk.*

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

- o Parents can contact the class teacher via the chat function in Microsoft Teams or by emailing admin@markeaton.derby.sch.uk. Teachers will ensure that messages are responded to within 48 hours of receipt

- o Teachers will use the chat function of Microsoft teams as their primary method of communicating with children and parents

- o Teachers are encouraged to respond to any messages within school hours

- o Teachers may choose to contact parents via phone call to check in with parents and children as appropriate

- o Teacher should raise any concerns of children not completing work or attending online Team meetings with SENDCO

- o Teachers should continue to record any safeguarding concerns using CPOMS

Attending virtual meetings with staff and pupils

- o Teachers will host daily morning meet-up from 10am until 10.30am via Microsoft Teams. This will enable teachers to:

  - ▪ Provide verbal feedback on the previous day's learning (approximately 10 minutes)

  - ▪ Outline the day's learning and activities (approximately 10 minutes)

  - ▪ Share daily reading with the class e.g. class book (approximately 10 minutes)

- o Teachers and support staff will ensure that ALL Teams meetings are recorded for safeguarding purposes

- o Teachers will attend virtual staff meetings and/or training sessions as required

- o In the event the class teacher is ill with COVID symptoms, the year group partner teacher will lead the daily morning meeting and set any work necessary. **There will be no expectations to feed back on work submitted to a year group partner teacher**

Providing work via Teams for children who are self-isolating

- › Teachers will not be expected to set work for any child who tests positive or is isolating and awaiting positive PCR results until their third day of isolation

- › Work is to be set via assignments in Teams, using the agreed format during bubble closures

- › If work is not completed due to illness or symptoms still present, work will roll over to the following day

- › Where possible, work will mirror what is being taught in school, however learning tasks may need to be adapted or presented in alternative ways

- › Teachers are not expected to provide live lessons to children who are isolating, except in exceptional circumstances

- › Teachers will not be available via Teams chat during teaching hours. Parents can contact the class teacher via the chat function in Microsoft Teams or by emailing admin@markeaton.derby.sch.uk. Teachers will ensure that messages are responded to within 48 hours of receipt

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 10am – 3.25pm, Monday to Friday.

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 supporting remote learning for a bubble or whole-school closure, 1-2-1 teaching assistants are responsible for:

- Supporting 1-2-1 pupils with learning remotely (via the chat function of Microsoft Teams).
- Hosting daily meetings with 1-2-1 pupils via Microsoft Teams (3.30pm until 4pm) or daily phone calls to children.
- Attending virtual meetings with teachers and pupils (e.g. daily morning meet-up).

When supporting remote learning for a bubble or whole-school closure, general teaching assistants are responsible for:

- Attending virtual meetings with teachers and pupils (e.g. daily morning meet-up).
- Supporting 1-2-1 pupils with learning remotely (via the chat function of Microsoft Teams).
- Supporting vulnerable pupils with learning remotely (via the chat function of Microsoft Teams)

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.
- 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 across key stages.
- Monitoring the effectiveness of remote learning – reviewing work set by teachers weekly, monitoring email correspondence between parents and teachers.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

2.5 Designated safeguarding lead

The DSL is responsible for:

- Maintaining contact, collating, passing on information and responding to any concerns.
- Please see the following for updates concerning safeguarding in relation to safeguarding:

CoronaVirus and Safeguarding Policy

2.6 IT staff

IT staff are responsible for:

- Creating emails Fixing issues with systems used to set and collect work.

- Helping staff and parents with any technical issues they're experiencing.

- Reviewing the security of systems and flagging any data protection breaches to the data protection officer.

- Assisting 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 daily deadline of 3.30pm set by teachers.

- Seek help if they need it, from teachers or teaching assistants (if appropriate).

- Alert teachers if they're not able to complete work.

Staff can expect parents with pupils 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 – staff should refer parents to Microsoft Teams guidance on the website.

- Be respectful when making any complaints or concerns known to staff.

2.8 Governing board

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 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/SENCO/SLT

- Issues with behaviour – talk to the SENCO/SLT

- Issues with IT – talk to the Computing Lead (Kimberley Herriman) before emailing help@markeaton.derby.sch.uk.

- Issues with their own workload or wellbeing – talk to their line manager/SLT

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

- Concerns about safeguarding – talk to the DSL

All staff can be contacted via the school email addresses

4. Data protection

4.1 Accessing personal data

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

- Have access to CPOMS to record any parent contact or concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party.
- Teachers are able to access parent contact details via Integris using a secure password. Do not share any details with third parties and ensure Integris is in logged off.
- SLT have the ability to locate personal details of families when required through securely accessing Integris. SLT are not to share their access permissions with other members of staff.
- 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 children's logins or email addresses 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

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 see the following for updates concerning safeguarding in relation to home learning:

CoronaVirus and Safeguarding Policy

This policy can be viewed on the school website.

6. Monitoring arrangements

This policy will be reviewed as appropriate and in accordance with the government's ongoing response to COVID-19. At every review, it will be approved by the Headteacher and the school's Remote Learning Lead (currently Kimberley Herriman).

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

Appendix 1: Typical timetable in the event of a bubble or whole-school closure

	10am – 10.30am	10.30am – 12.30pm	12.30pm – 1.30pm	1.30pm – 2pm	2pm – 3pm	3pm – 3.30pm	3.30pm
M	Daily meet-up with class teacher	Maths and English Assignments	Lunch	Whole School Assembly	Reading, spellings or phonics	Topic	Daily Assignments submitted
T	Daily meet-up with class teacher	Maths and English Assignments	Lunch	Wellbeing, PSHE and mindfulness	Reading, spellings or phonics	French	Daily Assignments submitted
W	Daily meet-up with class teacher	Maths and English Assignments	Lunch	Wellbeing, PSHE and mindfulness	Reading, spellings or phonics	Topic	Daily Assignments submitted
T	Daily meet-up with class teacher	Maths and English Assignments	Lunch	Wellbeing, PSHE and mindfulness	Reading, spellings or phonics	RE	Daily Assignments submitted
F	Daily meet-up with class teacher	Maths and English Assignments	Lunch	Gold Book assembly	Reading, spellings or phonics	Golden Time	Daily Assignments submitted