



Ladybridge Primary School

Remote Learning Policy

Approved by:

Ladybridge Primary
School Governing
Body

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The need for this policy has arisen largely due to the covid-19 pandemic and the government's expectation that teachers and support staff may be required to work from home if part or all of school closes or if sheilding is required. The policy should ensure that there is clarity about what staff should do in terms of work expectation – it should be fair and not place an onerous burden on any staff member, or cause stress or anxiety for staff.

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

If teachers are working from home, wherever possible when providing remote learning, teachers must be available between 8.45 and 3.20.

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:

- For your own class
- Reading skills, English, Maths and one other subject
- Where possible, set work for the week, if this is not possible then work must be uploaded to class dojo by 2pm the day before.
- Work is to be upload to Class Dojo, if a whole bubble is accessing remote learning, this should also be uploaded to the class page on the website.
- Please use EITHER Oak National Academy or BBC Bitesize for English work, White Rose Home Learning and Worksheets for Maths and the Oak National Academy for other subjects. This should only require adding a website link and then an instruction to which lesson children need to complete on which day. If parents cannot access remote learning the equivalent age related activities will be provided as a hard copy e.g. CPG workbooks

➤ Providing feedback on work:

- School will ensure that parents are clear about expectations of work being carried out.
- Children's work should be photographed at home and sent to the class teacher via dojo, or a document sent via dojo if they have completed work on a computer.
- Simple, quick feedback should be provided within 48 hours of receiving work, this may be in the form of whole class feedback or messages to parents.

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

- In the event of a bubble closing Zoom meetings should be carried out once in a five day period; this will be supplemented with daily whole class message via Class Dojo, either written or a video recording. (Monday to Friday)
- Parents will be informed that communications from them will only be answered between the hours of 8.30 and 4.30
- If behaviour is inappropriate or you have concerns about the level of work a child has completed, please contact the parent via dojo in the first instance, if this continues, please contact a member of SLT who will make a phone call to parents.
- If pupils fail to submit work please give gentle reminders through dojo, but remember that we cannot make children submit work, it is important that we consider the wellbeing of the teachers, do not feel that you must endlessly chase work from home.

- Safeguarding – Vulnerable families or families in need will be contacted by the Headteacher by phone at least once a week if their bubble is closed. Support with food through food vouchers or food boxes via 'Fairshare' scheme will be used as a support. Serious concerns will be reported to Children's services following the safeguarding policy and procedures.

➤ Attending virtual meetings with staff, parents and pupils :

- Staff and children must be dressed appropriately during video calls.
- Avoid areas where there is a lot of noise, consider your background.
- There is an expectation that staff will attend staff meetings as usual, staff will be invited via zoom or a similar platform.

2.2 Teaching assistants

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

- Posting work onto class dojo for specific children, (the ones identified by the class teacher or listed on your appraisal). For example a Leicester Inference reading text; ideas for Motor-skills activities; ideas/video links to physical activities like Joe Wickes.
- Making resources that could be used with children once you return to school

Attending virtual meetings with staff, parents and pupils:

- Staff and children must be dressed appropriately during video calls.
- Avoid areas where there is a lot of noise, consider your background.
- There is an expectation that staff will attend staff meetings as usual, staff will be invited via zoom or a similar platform.

Professional Development:

- Accessing professional development materials through platforms such as learning leads, Read Write Inc online videos, White Rose training materials. The Subject Leaders for

English and Maths will ensure that all staff know how to log in and access the training materials.

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 by monitoring planning on the staff share and dojo
- Alerting teachers to resources they can use to teach their subject remotely

2.4 Senior leaders

Alongside any teaching responsibilities, the Headteacher, Deputy Headteacher and Assistant Headteacher are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning – this will be by monitoring work set on class dojo and monitoring the work that the children send into school as a weekly sample check. Regular check-ins with teachers and subject leaders either by telephone or video platform such as zoom or Microsoft teams
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

The Headteacher is the DSL and will undertake role of safeguarding lead (see job description) also refer to the safeguarding policy. In the event of her absence this role will be deputised by the Deputy Headteacher and then the Assistant Headteacher.



job description
DSL.docx

2.6 IT staff

School is supported by AVA, for internet problems they can be contacted by telephoning 0161 474 4100 or emailing ictschools.support@stockport.gov.uk : for email support they can be contacted by telephone on 0161 474 2239 or email support.ava@stockport.gov.uk

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff 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
- The Computing lead Katie Kendry can be contacted on her working days to assist with in school issues

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Wherever possible 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 – a hard copy will be issued to families who do not have access to a computer or the internet.
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work
- Adhere to the Home/School agreement

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 via dojo messages or by email between 8.45 and 3.20
- 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 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 Amy Davies Assistant Headteacher or Patrick Fenwick SENCO
- Issues with behaviour – talk to the Headteacher Emma Hill or Learning Mentor Sarah Ratcliff.
- Issues with their own workload or wellbeing – talk to the wellbeing staff Jack Hepburn or Helen Parker
- Concerns about data protection – talk to the Headteacher Emma Hill
- Concerns about safeguarding – talk to the DSL, Headteacher Emma Hill, Deputy DSL Patrick Fenwick or seek advice from the MASSH on 0161 217 6028

4. Data protection

4.1 Accessing personal data

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

- Use the school's remote learning through SSELN Citrix Stockport Remote learning platform. This will be used in-line with the school's safeguarding policy and Acceptable Use Policy. Personal details of children must never be saved onto a pen drive or personal device.
- Staff should use laptops or i-pads provided by school. If staff have the class dojo app on their smartphone they can use this to message parents or respond to messages to parents. Personal details such as personal phone numbers must not be shared

4.2 Processing personal data

Staff members should not need to collect and/or share personal data such as names and addresses as these are available on SIMS, SIMS can be accessed through Citrix. In the event of a new child starting school or leaving school the office staff may need to access or process personal data. Personal information may need to be shared with agencies such as Social Workers or health professionals.

However, staff are reminded to collect and/or share as little personal data as possible online, all personal information must be password protected.

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 any portable storage devices such as a 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

The Headteacher is the DSL and will Undertake role of safeguarding lead (see job description); also refer to the safeguarding policy. In the event of her absence this will be deputised by the Deputy Headteacher and then the Assistant Headteacher. Concerns about children's welfare must be shared by filling out a note of concern. If staff are at home they can fill out a note of concern electronically and send it to the Headteacher or Deputy Headteacher by email. Where this is the case the note of concern must be password protected.

6. Monitoring arrangements

This policy will be reviewed biannually by the Headteacher and Governing Body.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding policy
- Data protection policy
- Home-school agreement
- Acceptable use policy