Carfield Primary School

Remote learning policy

January 2021

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

Government Requirements

When teaching pupils remotely, schools are expected to:

- Set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects

- Set work that is of equivalent length to the core teaching pupils would receive in school, and as a minimum:

- Primary: 3 hours a day in KS1, 4 hours a day in KS2.

- Provide frequent, clear explanations of new content, delivered by a teacher or through high-quality curriculum resources or videos

- Have systems for checking, at least weekly, whether pupils are engaging with their work, and inform parents immediately where engagement is a concern

- Gauge how well pupils are progressing through the curriculum using questions and other suitable tasks, and provide feedback, at least weekly, using digitally facilitated or whole-class feedback where appropriate

- Enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding

Role and Responsibilities

2.1 Teachers

When providing remote learning, teachers may work from home, however, they must be available during their contracted hours and must take full responsibility for ensuring they are fully equipped to provide high quality lessons and feedback.

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 procedures.

Teachers will need to provide remote learning:

Remote Learning – what this looks like for each group					
Foundation Stage					
	Phonics	Reading	Writing	Maths	Topic	Live sessions
Nursery	Nursery open as normal. No online learning. Packs can be sent home to families who request them.					
FS2	Daily phonics video	Daily story video	Writing activity 2 x a week	Maths activity set 2x per week	Topic challenges set weekly	One live session per week
KS1					
	Phonics	Reading	Writing	Maths	Topic	Live sessions

					Daily		
Y1	Daily phonics videos created by Carfield staff	Daily story video	Daily writing video and activities	Daily maths video and activities	Topic grid shared with families for whole half term. Children/families to choose at least 2 per week to complete.	One live session per week
Y2	Daily phonics videos for children who need this.	Daily reading input video and activities				
KS2						
	Arithmetic	Reading	Writing	Maths	Topic Twice a week	Live sessions
Y3 Y4 Y5 Y6	Daily arithmetic activity	Daily reading video input and activities	Daily writing input video and activities	Daily maths input video and activities	Topic grid shared with families for whole half term. Children/families to choose at least 2 per week to complete.	Daily 15 minute live session

- In most year groups, there will be one or two teachers teaching keyworker children in school. The other adults within the year group team will provide home learning and feedback for the children at home. These adults must also respond to queries from children/parents via the posts page on Teams.
- For children requiring support logging on, year group teams must provide children's logins so that they can access online learning.
- The first lesson of the day must be uploaded by 9am each day.
- Teachers must respond to work that has been uploaded within the normal teaching day. There is no expectation that feedback is given in the evening. Any work uploaded in the evening with receive feedback the next day.

- Children should turn in their work via 'assignments' on Microsoft Teams, allowing teachers to give feedback, monitor who is accessing learning and monitor who may need more support.
- Time scales must be shared with children so that they aware of how much time should be spent on each activity.
- Work must be differentiated/tailored to the needs of the children within each class including those with SEND.
- When filming videos and holding 'live' sessions teachers must be dressed professionally and in a suitable environment.
- Fortnightly wellbeing calls will be made to any children who are at home.

- Engagement must be monitored and children who are not engaging with remote learning must be contacted and support offered.
- When families are consistently not engaging with home learning and support has already been given, families may be provided with printed packs.

- Any safeguarding issues need to be reported to DSL.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.30 and 3.30pm. HLTAs, will continue to cover PPA/NQT time or give feedback on remote learning between 8.00am and 4.00pm. 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:

- Ringing children that have not accessed home learning

- Supporting with feedback when children have uploaded work

- Ensuring that chn with SEND needs have the right activities and resources (provided by the teachers)

- Being part of virtual live lessons if they are isolating.

- Supporting with physical resources for SEND chn.

- Ensuring all families have access to a device

- Creating video content as directed by the teachers e.g. for their phonics group

- Carrying out 1:1 reading sessions with children who require this

2.3 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school

- Monitoring the effectiveness and quality of the remote learning curriculum, through regular meetings with teachers and subject leaders, reviewing work set and by reaching out for feedback from pupils and parents

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

2.4 Designated safeguarding lead

The DSL is responsible for:

- Ensuring the safeguarding of children and that all adults and children are adhering to the online safety policy.

2.5 IT staff

IT staff (Bluebox) are responsible for:

- 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 remote learning systems and flagging any data protection breaches to the data protection officer

- Assisting pupils and parents with accessing the internet or devices

2.6 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although 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

- Use online platforms appropriately and respectfully

Staff can expect parents with children learning remotely to:

- Support their children in completing their set tasks

- Seek help from the school if they need it – this could include issues with accessing online resources or any queries about work set

- Take responsibility for children using online platforms appropriately and respectfully

- Make the school aware if their child is sick or otherwise can't complete work

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

2.7 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. Data protection

3.1 Accessing personal data

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

- Use the online cloud service provided by office 365 as this is the most secure way of working and use Microsoft Teams to upload work and connect with the children.

- School laptops or IPADS should be used where possible

3.2 Processing personal data

Staff members may need to collect and/or share personal data such as 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.

3.3 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

4. Safeguarding

Please see the updated safeguarding policy and online safety policy

5. Monitoring arrangements

This policy will be reviewed half termly. At every review, it will be approved by the Head of School, Executive Headteacher and full governing body

6. 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

> ICT and internet acceptable use policy

> Online safety policy