Ramsgate Holy Trinity C.E.(Aided) Primary School

Policy

Approved by:	Date: January 2021
Reviewed:	
Next review due :	

Contents

---

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 to give direct input and feedback between 9 am and 4 pm. However, teachers are allowed to contact pupils via Showbie between 8 am and 8 pm.

If they're unable to work for any reason during this time, for example due to sickness. A member of SLT will take over the remote learning responsibilities. Teachers should have the week's remote learning planned by Monday 8 am.

When providing remote learning, teachers are responsible for:

> Setting work:

   o KS1 teachers will provide at least 3 hours of remote learning a day; KS2 teachers to provide at least 4 hours of remote learning a day; EYFS to provide a range of activities in line with the EYFS Framework for at least 2 hours a day.

   o Learning will be provided for Maths and English every day with at least one other additional learning activity and resources for the wider curriculum.

   o Curriculum leaders, in particular for Art, Drama, Music, PE, will assist class teachers to provide engaging remote learning materials.

   o Learning for the next day will be available on Showbie by 7 pm the day before.

   o Class teachers will coordinate with colleagues on site who are supervising/administering the remote learning for key worker children.

   o Learning will be tailored towards the needs of the learners, addressing prior knowledge and individual needs of learners. Whenever possible, an element of choice – either by task or outcome – will be given to account for different learning styles and needs of the learner.

   o Teachers will give clear instructions regarding the day's remote learning tasks:

      ➢ The LO or an outline of what is to be covered will be included for every learning task on the weekly overview and on the daily timetable.

- The weekly overview and daily timetable will indicate clearly which learning tasks are expected for each day, for instance topic, times table practice, when to revise and practise spellings and independent reading or reading with an adult.
- The daily timetable will give clear indications how long children should spend on a task and when they should move on. This will be reiterated in the daily morning video.
- The resources needed for the day's learning will be identified on the weekly learning overview and the daily timetable.
- No work should be set for remote learning that requires printing out worksheets. (For individual children, identified by the class teacher and/or SENCo, printed materials and support packs will be provided to support remote learning.)

› Providing feedback on learning:
   - Pupils will upload completed work onto Showbie into the day's folder and teachers will feed back, using tools available through Showbie (e.g. voice note, annotating documents, text message, video message, sending additional instructions or materials).
   - Feedback needs to be accessible to the learner (e.g. a voice note or short video message may be more appropriate for a younger learner than a written one).
   - Children who access remote learning in school will be supported to upload their learning by a member of staff in school, but parents will be responsible for looking at the feedback with their child at home.
   - Teachers will prioritise addressing queries from pupils concerning the learning task during 9 am and 12 pm and focus in the afternoon (from about 2 pm onward) on feeding back about completed tasks. Teachers have the discretion to organise their working day.
   - If TA's on site need further support to assist children with their learning
      - they can contact the teacher via Showbie themselves
      - assist the child to contact the teacher via Showbie
      - they can telephone the teacher, particularly if several children have the same issue
      - ask for guidance from a member of WLT on site.

› Keeping in touch with pupils who are not in school and their parents:
   - Teachers will monitor the engagement of pupils on the remote learning platform (Showbie) closely. If pupils are disengaged, they will prompt the child with a motivating voice or text message within 24 hours.
   - If a prompt through Showbie to the child is unsuccessful, teachers will contact the pupil's parents either by email or phone – not through Showbie - to enquire whether further support is needed and how to overcome barriers to remote learning and engagement. If that approach continues to be unsuccessful, teachers will inform SLT.
   - It is at the teacher's discretion how to handle messages from parents if a short message will address an issue immediately (e.g. in YR and KS1 most messages will be from parents).
   - If parents use Showbie to contact the teacher with a query not related to the daily remote learning or a complaint, the teacher should acknowledge its receipt via Showbie but state that they will address the issue in an email within 24 hours.
   - Any serious complaints via Showbie (or email) should be passed on to SLT to assist in resolving the issue.
   - Any safeguarding issues will be passed on to the DSL or one of the DSL deputies immediately, using the electronic green form.

› Attending virtual meetings with staff, parents and pupils:
   - Staff will adhere to an appropriate dress code.

- Staff will choose appropriate background (e.g. avoid areas with background noise, nothing inappropriate in the background).
- Refer to Acceptable Use Policy (AUP) for further guidance

> Supervising and directing TAs who are working with KW and V children from their class in school

- Teachers will come to school once per week to go through the following week's learning with the TA and prepare materials for the following day
- Teacher will telephone the TA at 8:30 am every morning (weekdays) and later in the day (times will be specified and TAs will be released)
- TAs may contact the CT throughout the day if needed

2.2 Teaching assistants

Teaching assistants remain under the direction and supervision of the class teacher.

When assisting with remote learning, teaching assistants must be available between their contracted working hours.

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 assisting with remote learning, teaching assistants may be responsible for:

> Supporting pupils who are not in school with learning remotely:

- Contacting pupils who may need motivational support
- Creating resources for pupils

> Supporting pupils in school and who access remote learning set by the class teacher:

- Assigned to a key worker bubble
- Following the instructions set by the CT and enabling children to carry out the tasks set by the CT
- Continuing with their contracted duties as a teaching assistant
- Feeding back to the class teacher about the day's learning

2.3 The Senior Leader with overarching responsibility for remote learning

The Senior Leader with overarching responsibility for remote learning (SE) will coordinate the subject provision across the school and the year groups, for children learning remotely from home and in school in a key worker bubble.

This person is responsible for:

> In collaboration with the subject leaders and class teachers, considering whether any aspects of the year group or subject curriculum need to change to accommodate remote learning

> Working with and supporting teachers to make sure all work set is appropriate and consistent

> With the Head of School, monitoring the remote work set by teachers in their subject – explain how they will do this, such as through regular meetings with teachers or by reviewing work set

> Collaborating with all teachers and subject leads as well as leaders from other schools, 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
- Monitoring the effectiveness of remote learning – e.g. through regular meetings with teachers 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

See Addendum to Child Protection Policy January 2021

2.6 IT contractors

IT contractors are responsible for:

- Fixing issues with systems used to set and collect work
- Helping SLT to support staff and parents with any technical issues they are experiencing
- Supporting SLT with reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Helping SLT to assist 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 as much as possible
- Seek help if they need it
- Alert teachers if they are 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 cannot complete work
- Seek help from the school if they need
- Be respectful when making any complaints or concerns known to staff
- Only use Showbie to make enquiries about the day's learning and use the official email to office@ramsgateholytriniy.co.uk to contact teachers or SLT with any other issues (refer to Parental Acceptable Use Policy for Remote Learning)

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 for the class and/or individuals – either the subject lead or the DHT
- Issues setting work for pupils on the SEN register - SENCo

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will follow the guidelines set out in the school's Data Protection Policy and AUP.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as parents' phone numbers/email addresses or families' 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

> Refer to AUP

5. Safeguarding

See Addendum to the relevant policies

6. Monitoring arrangements

This policy will be reviewed at least twice a term and when new DfE guidance is published.

7. Links with other policies

This policy is linked to our:

> Behaviour policy

> Child protection policy coronavirus addendum to our child protection policy

> Data protection policy and privacy notices

> Home-school agreement

> ICT and internet acceptable use policy