Remote Learning Strategy

Hook Infant School

Contents

1. Aims .....
2. Roles and responsibilities .....
3. Who to contact .....
4. Data protection.....
5. Safeguarding .....
6. Monitoring arrangements .....
7. Children entitled to FSM .....
8. Links with other policies .....

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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 for example if pupils need to self-isolate or if there is a local lockdown requiring pupils to remain at home
- 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:

The Headteacher is responsible for the overall quality of online learning in the school.

- Class Teachers – will be responsible for their own class learning
- Year Group Leaders – will be responsible for overseeing their year team
- SENCO – will liaise with Class Teachers regarding work for those children with an EHCP, or receiving SEN support
- Subject leaders will offer support to teachers with the planning of their respective subject.

2.1 Teachers

When providing remote learning for a class bubble or whole school lockdown, teachers must be available between their usual working hours i.e.

8:15 – 14:45 for Flamingo, Starfish and Butterfly. 8:30 – 15:00 for Penguin, Seahorse and Dragonfly.

8:45 – 15:15 for Puffin, Turtle and Bumblebee. 9:00 – 15:30 for Owl, Dolphin and Ladybird.

If a teacher is unable to work for any reason during this time, for example due to sickness or caring for a dependent, this should be reported using the normal absence procedure

When providing remote learning, teachers are responsible for:

- Setting work:
    - For their own class or year group
    - The work provided should be the equivalent to what is expected of the children in school ie the equivalent number of lessons and quality of resources
    - "Waiting for a Test" sheet will be sent by the school secretary to identified children.
    - HIAS two-day emergency pack will be sent by the school secretary
    - Work, will be set weekly and uploaded by 8:15 on the 3rd day of isolation via Tapestry, Purple Mash or the Year Group pages on the school website, so that in the event of short-term quarantine or isolation for individuals, parents can access the work their child would have been completing in school. Work will include the IWB's converted into PDFs. Work will then be set and uploaded on a Monday for the week
    - For longer term lockdowns teachers may also direct parents to external websites and video lessons such as the Oak National Academy and the BBC. Year R will also use White Rose Maths. Online safety curriculum should also be flagged up to parents and teachers should direct them to thinkuknow website
    - Printed resources will be made available for pupils who do not have suitable online access
    - Year Group Leaders will keep an overview of the work which is being set to ensure consistency across the four classes.
- Providing feedback on work:

  Feedback on the work where appropriate will be given via Tapestry/Purple Mash or class email within school hours, as per our school marking and feedback policy
- Keeping in touch with pupils and parents who aren't in school:
    - In the event of a longer-term lockdown staff will maintain contact through Tapestry, Purple Mash, via class email, telephone call once every two weeks, or through Teams
    - The secretary will advise a class bubble in the event of closure due to Coronavirus, via Parentmail that work will be set and placed on the school website. Parents will be instructed to return their child's work via the class email where the class teacher will give feedback and mark it in accordance with our marking policy
    - There is no requirement for teachers to respond to parent emails outside of the working day
    - Any concerns shared by parents that are not resolved should be shared with the Year Group Leader in the first instance and if necessary deferred to the Headteacher or Deputy Headteacher
    - Any persistent or unexplained concerns regarding lack of engagement by families (e.g. not logging in or completing work) should in the first instance be dealt with via the class teacher making a phone call to the parent. In the event of this not working, the child should be referred to the Headteacher or Deputy Headteacher to make contact

- Virtual Meetings:
    - Teachers will not be expected to deliver “live” lessons but might be required to prepare short instructional presentations to support for example the introduction of a new topic or skill

2.2 Learning Support Assistants

When assisting with remote learning, Learning Support Assistants must be available for their usual contracted hours and may be directed to complete work set by the Class Teacher or Year Group Leader. This work could include making welfare calls to children in their class

If a Learning Support Assistant is unable to work for any reason during this time, for example due to sickness or caring for a dependent, this should be reported using the normal absence procedure

2.3 Subject Leaders

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum needs 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 SLT to make sure work set remotely across all subjects is appropriate and consistent
- Alerting teachers to resources they can use to teach their subject remotely

2.4 SLT

SLT are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning - such as 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

The DSL and Deputy DSLs continue to be responsible for safeguarding within the school. Please refer to the Child Protection and Safeguarding policy for further information

2.6 Network Manager/DPO

The Network Manager is 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 logging any data protection breaches

- Monitoring and forwarding the office@hook-inf.hants.sch.uk email to appropriate members of staff

2.7 Pupils and Parents/Carers

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, or they maybe ill
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers
- Alert teachers, via their parent, if they're not able to complete work

Staff can expect parents and carers 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
- Be respectful when making any concerns known to staff

2.8 Governing Body

The 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

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 or SENCO
- Issues with IT – talk to Pete West
- Issues with their own workload or wellbeing – talk to your year group leader
- Concerns about data protection – talk to the data protection officer (Pete West)
- Concerns about safeguarding – talk to the DSL (Melanie Walker) or DDSL (Louise Hannan)

4. Data Protection

4.1 Accessing Personal Data

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

- Work in line with our Data Protection Policy and Staff Code of Conduct

4.2 Processing Personal Data

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

Great care must be taken when communicating with parents, keep each message limited to one parent as there is a huge potential for data breaches if contacting multiple parents.

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
- Making sure the device is locked if you need to leave it inactive for a period of time
- Not sharing the device among family or friends
- Keeping operating systems up to date – always ask the network manager to install the latest updates

5. Safeguarding

Designated Safeguarding Lead (DSL) is:

Contact details:

Melanie Walker

Deputy DSL is:

Contact details:

Louise Hannan

The nominated child protection governor is:

Contact details:

Corrinne Kinge

6. Monitoring Arrangements

This policy will be reviewed by the SLT annually or as necessary.

7. Children entitled to FSM

If a child is entitled to FSM this will be provided by HC3S in the form of food parcels.

8. Links with other Policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Safeguarding policy
- Data protection policy and privacy notices
- Home-school agreement
- Computing policy
- Marking and feedback policy

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