



Haresfield C of E Primary School

‘Trusting in God, together we live, learn and play’

Remote Learning and Teaching Policy

This policy is to ensure the ongoing education of Haresfield C of E pupils under unusual circumstances. This policy will future-proof against closures that could happen at any time: due to school closure from illness epidemic, extreme weather, power-loss, etc. It also covers the ongoing education of pupils who cannot be in school but are able to continue with their education when the school remains fully open.

Aims

This is an adaptable remote learning policy for staff which aims to clarify expectations and safeguards for staff working remotely currently.

In line with advice and guidance from the DFE, a range of work will be planned that can be completed both online and offline and takes into account the class teachers knowledge of the children’s ability as well as taking into account our knowledge that not every child will have access to technology at this time. We also, recognise that parents cannot be expected to become teachers, particularly when many have their own work to undertake.

At Haresfield Church of England Primary School work for pupils during this exceptional time will be set each day and can be accessed through Microsoft teams (each child will have their own login and password) or the class logo on the front page of the website. Work for children who are self-isolating or who are waiting for the results of a Covid test will be printed and given out, whilst ensuring safe social distancing guidelines, if necessary, taken to the pupils’ homes.

The key aims are :

- Ensure consistency in the school’s approach to remote learning
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

To ensure consistency if a class bubble closes, Maths and English will continue to be set on topics that are appropriate to the year group and the topic they are doing. These will be based on key objectives that have been identified to be taught over the course of the term. Work that is sent home to children not in school will be the same as work that is taught in school. To cover other subjects children will be set ‘topic work’ activities and these may include online learning or outdoor activities.

We would expect that many of the steps below should already be in place with most staff within Haresfield School. We would expect that there will be future benefits to putting these plans into place.

Haresfield School will be proactive in ensuring that:

- Staff have access to Microsoft Teams for Classes, and that these are set up
- Pupils within classes have access to the relevant Microsoft Team
- Staff and pupils will receive Teams training sessions (and specific Teams Meetings instruction)
- Staff are familiar with the main functions of Microsoft Teams
- Staff have the ability to host a Teams Meeting (video and/or audio) with their classes either from their classrooms or from home
- Parents and pupils are made aware in advance of the arrangements in place for the continuity of education.

Haresfield School should ensure that staff are supported in the development of the above framework by:

- Using staff meetings or setting aside professional development time
- Ensuring that staff have access to a suitable device in their classroom or, in the event of closure, that staff have suitable at home and if not, supply them with a device during the closure period.

Staff should ensure that they:

- Have received appropriate training
- That their computer- based teaching resources are available outside of school (on Microsoft Teams)
- That they have access to key resources not available online at home e.g. key textbooks
- That their school laptop work sufficiently to run Teams at home

Continuity of Education in Event of a Closure

Haresfield School will make provision for remote contact with pupils on a daily basis in two forms:

- Pupils will have access to work that allows them to continue progress while at home
- Pupils will have the opportunity for face-to-face interaction with their class teacher on a daily basis

In as far as is possible class teachers should attempt to replicate the timetable that pupils follow through the course of a normal school day. Teachers will need to make themselves available for teaching during their normal working hours and should communicate with the Head teacher if this is not possible.

We are mindful of the challenges of operating in an unfamiliar environment in that:

- online learning operates on a very different dynamic
- some subjects and activities do not lend themselves well to remote learning

Remote Learning Practice and Recommendations

- Microsoft Teams will be the single hub for all Remote Learning interactions.
- Teams Meetings allow teachers to host video and audio calls and automatically invite members of their classes (pupils join by clicking the relevant meeting invite in the correct Class Team)
- Teachers should record the Meeting for easy cloud access at a future date and time
- We recommend that all pupils wear headsets during calls to improve their listening experience and also engagement with remote learning sessions
- Screen sharing will allow teachers to broadcast their screens and open documents during the Meeting for discussion and sharing with the class
- Classwork and homework that can be handed in online will be set through Teams and marked online.

Using existing school systems (Microsoft Office 365 and, specifically, Teams) means this provision can be put into place quickly and pupils only need their login details of school email and password.

Roles and responsibilities

Teachers are responsible for:

Setting work:

- Setting work for their own class as well as providing a tailored home learning package for any children in receipt of an EHCP
- Ensuring that there is a range of work set to include reading, writing, maths as well as a range of foundation subjects that pupils can choose from to extend their learning
- Ensuring that work is published on the class pages of the Microsoft Teams and /or the class google drive on the website.
- Create home learning sheets for each year group ready to send out to parents if a child needs to self-isolate.

Keeping in touch with pupils and parents

- In the event of a class bubble being closed or a local lockdown, at the start of each day teachers will create a little video clip to go on to their Class Teams page to introduce the home learning. These may include an encouraging message and some explanation of the work to be completed.
- If a child does not respond to tasks given within 3 days of it being set (unless they are ill with Covid 19 symptoms) staff will inform the Head Teacher and home will be contacted to see if more supported is required.
- Staff should not respond to emails from parents and children outside of working hours. General queries about home learning should be forwarded to the Headteacher, concerns about SEND or PP children should be forwarded to the SENDCo Mrs Williams.
- All complaints and concerns raised by parents to teachers during these phone calls must be relayed to the Headteacher. Teachers should follow standard safeguarding protocol with all safeguarding concerns, reporting them to the DSL or a DDSL and logging the information on CPOMS.

Attending virtual meetings with staff and external agencies, parents, and pupils:

- Dress code – All staff attending meetings virtually should dress appropriately and comfortably. It is not expected for staff to dress formally as for school, but consideration should be given to the audience and participants of the meetings to ensure that professional standards are maintained at all times.
- When attending professional meetings staff must be aware of their surroundings, ensuring that, where possible, they are in a suitable location (not in bed), and that conversations are in a suitably private area where they cannot be overheard.

Teaching assistants

Teaching assistants are responsible for:

Supporting pupils with learning remotely:

- Teaching Assistants must liaise with their class teacher to see how the work has been adapted for children with specific needs. Teaching assistants should offer support to the family in how to complete the work set as well as offering any further guidance about what else could be completed
- If teaching assistants are working in school part-time, such as on a rota system, they are to use this time to make contact with their SEND children.

Subject leaders, including the SENDCO

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Support teachers setting appropriate work for the correct age and topic for the children
- Support teachers in adapting work for those on EHCP's.
- Alerting teachers to resources they can use to teach their subject,
- Reviewing and amending long term plans
- Any additional work, relating to their subject and the school vision as directed by the headteacher

Senior teachers

Alongside any teaching responsibilities, teachers on UPS are responsible for:

- Coordinating the remote learning approach across the school.
- Ensuring that all pupils including PP and SEND pupils can access learning set and that arrangements are in place to oversee and monitor equality of opportunity.
- Monitoring the effectiveness of remote learning through checking the work that goes out to parents before it goes to ensure high levels of grammar and punctuation as well as appropriateness of work, Monitoring emails and feedback from parents regarding home learning and responding as appropriate. Ensuring that the home learning links on the website are updated and reflect current guidance.

Designated safeguarding lead

The DSL is responsible for:

Ensuring that all within the school follow the safeguarding policy including the latest amendment's and communicate any changes to this guidance. Ensuring that all staff have read the updated policy and aware of the implications of home learning.

<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

Pupils and parents

Staff can expect pupils to:

- Seek help if they need it, from teachers or teaching assistants through contacting the school either by emailing their class teacher or Mrs Bacon on head@haresfield.gloucs.sch.uk
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Staff can expect parents to:

- Make the school aware if their child is sick, particularly if the child was due to come into school
- Make the school aware if there are any changes to the welfare or circumstances of the child or family that the school need to be aware of
- Be respectful when making any complaints or concerns known to staff
- Seek help from the school if they need it with regard to work or any other support. There is a wealth of information on the school website including information about e-safety and mental-health.

Other resources for early help include:

- Help from the pastoral team if you need it with regard to family support.
- Referrals to other agencies, such as Early Help or Housing Support.
- The Family Information Service offers family support and can be contacted on 0800 542 02 02 or familyinfo@gloucestershire.gov.uk Full details are on our website.

School will ensure that parents are kept updated with the DFE guidance and advice for supporting pupils at home through

<https://www.gov.uk/guidance/help-primary-school-children-continue-their-education-during-coronavirus-covid-19> for Primary pupils

<https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19> for SEND pupils

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

Data protection

Accessing personal data

When accessing personal data, all staff members will:

- Ensure that they access data from known sources such as CPOMs. Where staff need access to personal data they must comply with data protection policies and ensure that the data is being accessed in a safe environment and is not being left around to be viewed by people who are not allowed to look at this sensitive data.
- Where possible staff should only access personal data on their school laptop or iPad. Where this is not possible, staff must be extra vigilant about logging out of personal data systems so that these are not accidentally accessed by other parties.

Sharing personal data

Staff members may need to collect and/or share personal data such as names, dates of birth and email addresses as part of the remote learning system. Such collection of personal data applies to our functions as a school and does not require explicit permissions.

While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

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
- 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

Safeguarding

All staff should be following the current safeguarding policy and amendments. It remains the responsibility of every staff member during this time to take responsibility to stay updated with the latest advice and guidance for safeguarding and Covid 19 restrictions. Safeguarding policy and the COVID 19 risk assessment are to be found on the T drive and in the safeguarding folder.

Monitoring arrangements

This policy will be reviewed regularly throughout this period.

Links with other policies

This policy is linked to our:

Safeguarding Policy and coronavirus addendum to this policy

Behaviour Policy

Data protection policy and privacy notices

ICT and internet acceptable use policy

Online safety policy

Code of conduct