

# **Webheath Academy Primary School**

## **Remote Learning Offer 2021**



Approved, ratified and adopted by the local governing body on 22<sup>nd</sup> November 2021.

Chair: Jo Veale

This offer will be reviewed at least annually and if change in circumstances

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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 but able to access learning
- 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 ensure the pupil has access to the resources they need and offer learning to complete at home and a blended or remote approach dependant upon the age and needs of the pupil.

When providing remote learning, teachers are responsible for:

- Setting work:
  - For their absent pupils who are well but self-isolating due to current guidance for COVID and not for other reasons
  - This will be daily signposting to Maths and English with suggested activities for non-core subjects
  - This work will be set for daily Maths and English and suggested non-core activities for the week
  - The work will be set via our online learning journals (SeeSaw). Use of Office 365 and Teams is currently being used and pupils can access for a blended approach
- There is no expectation that work set will have to have access to a printer, although work will be set online and will have links to online resources. For parents wishing work to be printed off or who are struggling with access online, the parents will need to put a request in writing to the teacher and collect work at a pre-arranged time from the front office.
- Providing feedback on work:

- Pupils may submit work via our online learning journals (Seesaw) or via Teams collaborate
- Feedback will be given via our learning platforms following our feedback and marking policy as closely as possible
- Feedback on work will be at least weekly
- Keeping in touch with pupils who aren't in school and their parents:
  - Weekly phone calls will be made to children and their families at home. If any family and child is struggling to communicate, Teams may be utilised to have face to face contact. Our policy on remote learning and the use of technology must be adhered to by both staff, families and pupils to ensure everyone is kept safe. Please see below.
  - Staff will only be expected to respond to emails, requests and via our online journals during their working hours and not during evenings and weekends
  - Complaints policy should be used if there is a complaint and the school policy is available on our website or by contacting the school office.
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- Attending virtual meetings with staff, parents and pupils:
  - Staff and pupils will be dressed in appropriate attire when meeting virtually. The dress code is smart yet casual. It is not expected that children will be in school uniform but they should not be in nightwear and should be fully clothed.
  - Please ensure that the children, parents and staff access with in a safe area that does not have background noise and that there is nothing inappropriate in the background view. Ensure participants are not meeting online in their bedrooms. No recordings are to be made online adhering to our GDPR policy.

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants will be available between their usual hours of work

When assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely:
  - Children identified children across school if appropriate
  - Support will include contact calls, feedback on our online learning journals, providing remote support for difficulties
- Attending virtual meetings with teachers, parents and pupils:
  - The same as for teachers above

The responsibility for remote learning is that of the Teachers and Phase Leaders but will be supported by Teaching Assistants where applicable and dependent upon capacity.

## 2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Maintaining an overview of work being set remotely in their subject area and offering support and signposting for teachers

- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Monitoring the remote work set by teachers in their subject
- 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 – Phase Leaders will ensure consistency of approach across their Phase and communicate to all SLT
- Monitoring the effectiveness of any remote learning – through regular monitoring of any remote learning having to be offered
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- SENCO will make contact with children on the SEND register who have to self-isolate to support remote access to learning

## 2.5 Designated safeguarding lead

The DSL is responsible for:

Ensuring safe use of remote learning platforms and ensuring Safeguarding processes are still being adhered to. DSL to remain in weekly contact with any children on any plans and inform Virtual School and Social Workers of any children having to self-isolate.

## 2.6 IT staff

IT staff 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

## 2.7 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
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're 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 can't complete work
- Seek help from the school if they need it – if you know of any resources staff should point parents towards if they're struggling, include those here
- 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 the relevant subject lead, Phase Leader or SENCO
- Issues with behaviour – talk to the relevant head of phase or year or Deputy Head
- Issues with IT – talk to IT staff or Lourdes
- Issues with their own workload or wellbeing – talk to line manager
- Concerns about data protection – talk to the School Business Manager and log any breaches in the usual way
- Concerns about safeguarding – talk to the DSL or Deputy DSL and record on My Concern

### 4. Data protection

#### 4.1 Accessing personal data

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

- Use Arbor but keep this secure and ensure they log out when not in use
- Use school equipment to access this data in the first instance. If using own equipment please ensure the passwords are not auto saved, the history is erased and that no information is downloaded and saved from the cloud based service onto a personal device

#### 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email address and phone numbers 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

## 5. Safeguarding

Refer to Safeguarding policy on Parago and website.

## 6. Monitoring arrangements

This policy will be reviewed depending on any future lockdowns or outbreaks. It will be approved by a representative of the school Local Governing Body annually.

## 7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding Policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy