

Windmill Primary School Remote Learning Policy

At Windmill Primary School remote learning is provided through 3 learning platforms; Tapestry in Reception, Seesaw in Year 1 to 5 and Google Classroom in Year 6. We use a hybrid model which also incorporates some live teaching / meets.

Aims

- To create high quality provision for pupils working at home.
- To ensure that all pupils are safe when learning remotely
- To establish appropriate guidelines for data protection

Roles and Responsibilities

Teachers

When providing remote learning teachers must be available between 8:45am and 3:05pm. 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 providing remote learning, teachers are responsible for:-

- Setting work for their class in line with their year group planning.
- Setting an appropriate amount of work for the children to complete.
- Differentiating and adapting work for those individual pupils who may need it.
- Feeding back to their pupils and where necessary to those pupils in other classes when appropriate through the learning platform.
- To constantly remind pupils in their class about online safety.
- Ensuring that there is consistency across the year group with regards to expectations.
- Monitoring which pupils are engaging with their learning.
- Keeping in touch with pupils who aren't in school and their parents by phone or email.
- Making contact with families who aren't engaging in learning and referring them to the learning mentor who will keep a regular check on them.
- Reporting any complaints or concerns that parents may have to their year group leader or to the headteacher

Teachers should only answer emails to parents within normal working hours.

Teachers Working in School

For staff members who are working in school other members of their team will take responsibility for giving feedback to their class members and ensuring that work has been loaded onto the learning platform.

Teachers are encouraged to make contact with their class on a daily basis.

Teaching Assistants

When assisting with remote learning, teaching assistants must be available in the hours agreed by their year group leader which will be in line with contracted hours.

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, the responsibilities for teaching assistants may include:-

- Giving feedback to pupils in their class / year group
- Delivering interventions remotely.

The year group leader will identify the key tasks for different teaching assistants.

Teaching assistants who are working in school may be responsible for :-

- Teaching small groups of children
- Giving feedback to children working at home.
- Supporting planning and preparation of lessons.
- Supervising breaktimes.

Subject Leaders

- Subject leaders will be responsible for supporting class teachers across the school in planning for specific subject areas and helping them to adapt lessons for remote teaching and learning.
- Some subject leaders may plan and upload lessons in their subject onto the learning platforms directly eg Music and French.
- Monitoring the remote work set by teachers in their subject
- Alerting teachers to resources they can use to teach their subject remotely
- The SENCO will advise teachers on how to support pupils with SEND appropriately with their remote learning.
- The SENCO will monitor the provision that has been put in place for pupils with SEND.
- SLT are responsible for monitoring the security of remote learning systems, including data protection and safeguarding considerations

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
- Implementing the loan system to parents.

Safeguarding

- The DSL is responsible for ensuring that the safeguarding policy is being implemented across the school at all times. Including when remote learning is in place.

Pupils and parents

The expectations for pupils will vary depending on their age. Expectations will be set by the year group and communicated via the class teacher. Staff can expect pupils learning remotely to:

- 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

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

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 year group leader, subject lead or SENCO
- Issues with behaviour – talk to the relevant year group leader.
- Issues with IT – talk to IT staff; Stuart Horrobin or Joyce Long for technical issues and Becca Bellaby for curriculum issues.
- Issues with their own workload or wellbeing – talk to their year group leader or the headteacher.
- Concerns about data protection – talk to the data protection officer; Andy Howe or Caroline Shannon
- Concerns about safeguarding – talk to the DSL. Lynn Knapp. Andy Howe or Sue Lockey.

Data protection

Accessing personal data

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

Explain:

- How they can access the data, such as on a secure cloud service or a server in your IT network
- Which devices they should use to access the data – if you've provided devices, such as laptops, make staff use these rather than their own personal devices

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.

Keeping devices secure

Talk to your data protection officer for more help, and your IT staff if you want to include details on how to put these measures in place.

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
- Keeping operating systems up to date – always install the latest updates

Safeguarding

The Safeguarding policy has been amended to reflect the emphasis on remote learning using the model policy from Oxfordshire Safeguarding Children's Board.

Monitoring arrangements

This policy will be reviewed annually. At every review, it will be approved by the Curriculum Committee.

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
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy

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