Woodside Primary School
REMOTE EDUCATION POLICY

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

Teachers
When providing remote learning for a class bubble closure or national lockdown, teachers must be available between 9.00 am and 3 pm (unless they are the person who has tested positive). When providing remote learning for a pupil/small group of pupils who are self-isolating, teachers will be available in working hours when they are not teaching i.e. 8 - 8:30am and 3.30 - 4pm. 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 for a class bubble closure, teachers are responsible for providing both online work and paper work, depending on the child and their personal circumstances

Online offer - Each day the child needs to be able to access:
- 1 x maths activity, 2 x English activities (reading and writing / phonics), 1 x foundation activity. All learning will be uploaded either to Class Dojo / Seesaw or the school website class page or completed through Mathletics or Purple Mash.
- There will always be an activity for the children to complete and upload for each lesson, every day.
- 'Teacher-time' – each child will be offered a weekly communication with the Teacher during a 14-day self-isolation period. This could take the form of, email, a phone call, or a message via Class Dojo / Seesaw

Paper offer:
- A weekly pack of paper worksheets/text books/activities will be provided for Phonics, English, Maths and Foundation subjects.
- An appropriate book band reading book (or several depending on the age of the child) will be provided in the pack.
- A family member/friend (who is not self-isolating) can collect or in exceptional circumstances a member of staff will deliver it to the household.
- The work will be returned when the next pack is collected and, using the marking policy, feedback will be given.
- Again, during the self-isolation period the class teacher will contact the family – either through email, from the class support email account, or a phone call once each week to check in and see if everyone is ok with the remote learning.

Attending 'Teacher time' virtual meetings with pupils and parents:
- All staff will be expected to be mindful of their dress code- the same expectations as in-school apply
- Staff will need to be aware of locations where they hold their virtual meetings and should blur/change the background when possible
- When any virtual face to face sessions have been concluded, the members of staff leading the meet must be the last person online. Once all pupils have left the room the teacher must delete the chat and link. Teachers can refer to their Acceptable User Policy (AUP) for acceptable communication advice when in contact with families.
- In the event of a national lockdown, where teachers may be on a rota to work in school with key worker or vulnerable children as well as prepare remote learning, daily PPA time (of at least an hour) will be allocated to ensure they can still adequately provide remote learning.

• In the event that the teacher is ill and therefore unable to provide remote learning, the Headteacher , Assistants Heads or other senior leader will ensure the provision is met.

Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

• Considering whether any aspects of the subject curriculum need 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 senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
• Monitoring the remote work set by teachers in their subject
• Alerting teachers to resources they can use to teach their subject remotely

SENDCo

Alongside any teaching responsibilities, the SENDCo is responsible for:

• Ensuring all children with an EHCP or identified additional needs has appropriate provision for remote learning.
• Liaising with parents of SEND children to ensure they are supported in remote learning.
• Supporting teachers to ensure SEND children have appropriate learning opportunities during remote learning.

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
• Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Designated safeguarding lead

The DSL is responsible for:

• Maintaining contact, collating, passing on information and responding to any concerns.
• Ensuring regular contact with child/families with an allocated social worker, vulnerable families, children with an EHCP and their families and LAC.
• See the COVID-19 amendments to the Child Protection Policy

Pupils and parents

• Online learning will be offered to pupils in one of four scenarios:
• A child tests positive and must isolate for 14 days
• A member of the child's house hold tests positive and the child must isolate for 14 days
• After 5 days, the child, or member of household, who is displaying symptoms, has been unable to get a test and must isolate for 14 days
• When we close a class bubble for 14 days due to a positive case, or we have a national lockdown resulting in the school being closed for all pupils except key worker and vulnerable children.

If a child is off for less than 5 days, they should read daily, practise their spellings, and access the online learning links available on the school website.

Staff can expect pupils learning remotely to:

• Be contactable during the school day
• Complete work to any deadline set by teachers
• Seek help if they need it, from teachers or a member of the senior leadership team
• Alert teachers if they're not able to complete work
• Adhere to Online Safety guidelines

Staff can expect parents with children learning remotely to:

• Seek help from the school if they need it
• Be respectful when making any complaints or concerns known to staff

When learning is set on Class Dojo, children will be expected to complete their learning in any way they wish and upload a picture to Class Dojo.

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

Teaching assistants
Teaching assistants will assist the class teacher with remote learning in any way that the class teacher sees fit. Teaching assistants should be guided by the class teacher which children they will need to support and how, for which learning they are to support particular children and which time they will need to do this. When assisting with remote learning, teaching assistants must be available between 9:00 and 3pm (or 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.

Behaviour
It will be expected that all children will engage with learning if they are absent from school for more than 5 days.
If it is the case whereby a child is healthy, but is not engaging with learning, the following process will be followed:
• Step One – After 2 days, a message will be sent to the child via Class Dojo
• Step Two – After 3 days, the class teacher will telephone parents/guardians
• Step Three – After 5 days, a member of the Senior Leadership Team will telephone parents/guardians
• Step Four – Non-engagement will be officially recorded (on SIMS)

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 behaviour – talk to Headteacher and Assistant Headteachers
• Issues with IT – talk to Computing lead or IT support
• Issues with their own workload or wellbeing – Headteacher and Assistant Headteachers
• Concerns about data protection – Headteacher and Assistant Headteachers
• Concerns about safeguarding – Headteacher and Deputy DSL

4. Data protection

Accessing personal data
When accessing personal data for remote learning purposes, all staff members will:
• Only use laptops/iPads provided by school

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
• Ensuring that any hard drives are 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

5. Safeguarding

Please see the following for updates concerning safeguarding in relation to home learning.
• COVID-19 amendments to the Child Protection Policy this also details reference to remote learning curriculum and risks online. This policy is available on our website.
• Staff should ensure that for any video calls, at least TWO members of staff are present, they are the last to leave the call & any chat is deleted.
• When calling children, staff should ensure that a parent/guardian is present by asking to speak to them, ask for the call to be on loud speaker & at the end of the call, inform parents/guardians that the call is ending.
• Any safeguarding issues should be reported directly to the DSL, or Deputy DSL either by email or calling them directly.

6. Monitoring arrangements

This policy will be reviewed termly by the Headteacher / Assistant Head. At every review, it will be approved by the full governing board.

7. Links with other policies
This policy is linked to our:
• Behaviour policy
• Child protection policy
• Data protection policy and privacy notices
• Home-school agreement
• ICT and internet acceptable use policy
• Online safety policy

Headteacher: Richard Collings

Computing Lead: Jo Nelson

Chair of Governors: Mike Nelson