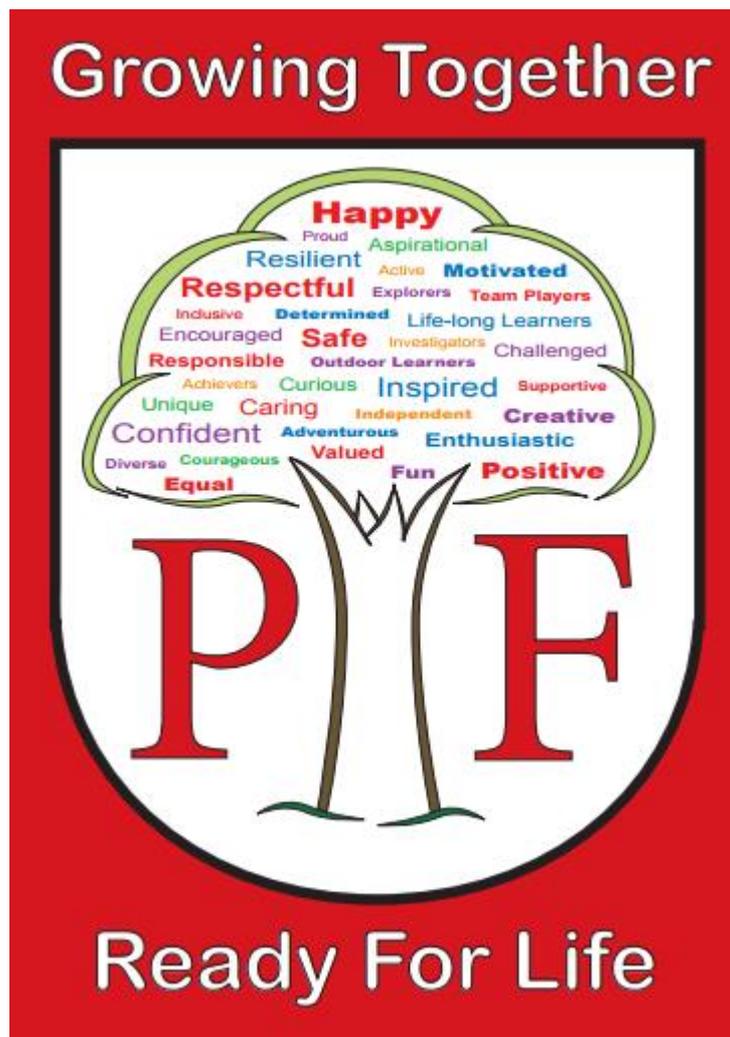


Priors Field Primary Remote Learning Policy



Written by:	K Braley	Date:	October 2020
Approved by:	FGB/K Gane		
Last reviewed on:	January 2021		
Next review due by:	April 2021		

1. Aims

This remote learning policy aims to:

- › 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
- › Minimise the disruption to pupils' education and the delivery of the curriculum
- › Ensure that provision is in place so that all pupils (including vulnerable pupils and those with additional needs) have access to high-quality, differentiated learning opportunities, and that their parents/carers have clear guidance from staff to understand and support learning
- › Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy and supported during periods of remote learning.

2. Roles & Responsibilities

2.1 Teachers

When providing remote learning, teachers must be available on their usual working days between 8.45 to 12 and 1.10 to 3.30. If they are 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 (Informing the Headteacher as soon as possible and keeping in touch as appropriate).

When providing remote learning, teachers are responsible for:

- › Setting and managing learning for all pupils within their class.
 - Details of all home learning will be uploaded to Padlet for all classes
 - Expectations of quality and quantity of work required will be made clear
 - A suggested timetable and any printable resources will be made available by 3pm on a Friday for the following week, or on the day a specific class is closed
 - The amount of work set will be appropriate for a school day (3 hours for EYFS & KS1, 3-4 hours for KS2)
 - Learning will follow the curriculum and will include core and foundation subjects
 - Learning will be differentiated as appropriate to ensure all children have access to high quality provision
 - A daily video will introduce and set expectations for the day's learning
 - Learning will be delivered through a balance of live lessons, pre-recorded videos, presentations that include audio and video as appropriate, links to other relevant websites and paper based activities
 - Weekly 'screen-free' time will be planned for and promoted by teachers
 - Learning will be provided on an ad-hoc basis for individual children who are isolating when the rest of the class are in school, but otherwise well enough to be completing home learning
- › Providing feedback:
 - All families can send/upload completed work and expect a response from staff within 1 working day
 - Details for sending/uploading completed work are as follows:
 - Reception, Year 1 & Year 2 – Tapestry <https://tapestryjournal.com/>
 - Year 3 & Year 4 - Home learning email account homelearning2605@welearn365.com
 - Year 5 & Year 5 – Microsoft Teams

- Opportunities for immediate feedback from a member of staff and/or peers may be provided during live sessions
 - Pupils will be provided with correct answers to self-assess their own learning as appropriate
 - Headteacher awards will be sent electronically to recognise excellent effort
 - Phone calls providing feedback may also be made to pupils where appropriate
- Keeping in touch with pupils who are not in school and their parents:
- Regular contact (at least once a week) is to be maintained
 - Emails and contact should be carried out within the working day
 - If there are any complaints or concerns shared by parents and pupils, staff should contact either the Deputy Headteacher (Katy Braley) or the Headteacher (Katie Gane). For any safeguarding concerns, refer to the section below (contacting safeguarding leads)
 - Each child's work should be monitored by class teachers and if it is not being completed they should contact families and see what can be done to support them accessing their remote learning. i.e. ensuring the pupil has access to appropriate technology, providing a paper format, or checking in one to one with a child to clarify expectations
- Attending virtual meetings with staff, parents and pupils:
- Staff will follow the school staff behaviour code of conduct and dress appropriately
 - Staff will be mindful of the location they are using for video meetings – ideally these should be held at school, but where this is not possible consideration must be given to background noise and others in the house etc.
 - Microsoft Teams will be used for all meetings with children in Years 5 & 6, using their school login details.
 - Zoom may be used for other meetings and online lessons, provided the meeting is secured with a password, and the waiting room setting is enabled to ensure only known users are admitted to the session
 - One to one virtual meetings between a staff member and a pupil should be recorded for safeguarding purposes

2.2 Teaching Assistants

When assisting with remote learning, teaching assistants must be available during their usual working hours. If they are 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. (Informing the Headteacher as soon as possible and keeping in touch as appropriate). When assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who are not in school and require further support to access the learning
- Providing wellbeing support to pupils
- Attending virtual meetings with teachers, parents and pupils:
 - Staff will follow the school staff behaviour code of conduct and dress appropriately
 - Staff will be mindful of the location they are using for video meetings – ideally these should be held at school, but where this is not possible consideration must be given to background noise and others in the house etc.
 - Microsoft Teams will be used for all meetings with children in Years 5 & 6, using their school login details.

- Zoom may be used for other meetings and online lessons, provided the meeting is secured with a password, and the waiting room setting is enabled to ensure only known users are admitted to the meetings
- One to one virtual meetings between a staff member and a pupil should be recorded for safeguarding purposes

2.3 Subject Leads

Alongside their teaching responsibilities, subject leads are responsible for:

- › Identifying 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
- › Reviewing 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 (Katy Braley)
- › Reviewing the effectiveness of remote learning through regular communication with teachers and subject leaders, reviewing work set and reflecting on feedback from pupils and parents
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations (Katy Braley/Sue Bull)

2.5 Designated Safeguarding Lead

The DSL (Katie Gane) is responsible for ensuring that:

- › All staff and volunteers continue to have a responsibility for safeguarding children and will report any safeguarding concerns about children to a DSL in the usual way as set out in the main policy (See separate Priors Field Child Protection and Safeguarding Policy 2020-2021)
- › Staff have access to the normal safeguarding recording format (i.e. green forms) when working off site including when working from home
- › Staff and volunteers are reminded of the need to report any concern immediately and without delay

2.6 IT Staff

IT staff are responsible for:

- › Assisting staff, parents and pupils with any technical issues they may be experiencing, including accessing the internet or devices
- › Loaning out appropriate devices to families to support remote learning, ensuring Terms & Conditions have been signed and understood (see Appendix 1)
- › Reviewing the security of remote learning systems and flagging any data protection breaches to the Data Protection Officer

2.7 Pupils and Parents/ Carers

Staff can expect pupils learning remotely to:

- › Be contactable during the school day – taking into consideration the fact they may not always be in front of a device, and that working parents or other siblings may be sharing the equipment
- › Complete work to the deadline set by teachers or alert them if unable to complete work
- › Seek help if they need it, from teachers or teaching assistants
- › Be independent at an age appropriate level and show resilience when meeting new or challenging learning

Staff can expect parents with children learning remotely to:

- › Make the school aware if their child is unwell or otherwise can't complete work
- › Approach school if they feel they need additional devices to support remote learning
- › Seek help from the school with any aspect of remote learning should they need it by phoning or emailing homelearning2605@welearn365.com
- › Be respectful when making any comments, complaints or when sharing concerns with 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. Key Points of Contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- › Setting work/ curriculum – Katy Braley
- › SEN/vulnerable children and families – Veronica Leary
- › Behaviour –Katie Gane/Katy Braley
- › IT Systems – Sue Bull
- › Workload & Wellbeing – Katie Gane/ Katy Braley
- › Data protection – Katie Gane/ Karen Hallard
- › Safeguarding concerns – Katie Gane/ Katy Braley/ Veronica Leary

4. Data protection

4.1 Accessing Personal Data

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

- › Access the data on a secure cloud service or a server in our IT network (Welearn365)
- › Use their assigned school laptops or one of the PPA laptops, rather than their own personal devices if at all possible

4.2 Processing Personal Data

Staff members may need to collect and/or share personal data (for example, 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 but should inform the Headteacher (Katie Gane). 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

5. Safeguarding

Ref Priors Field Child Protection and Safeguarding Policy 2020-2021 (Appendix 3 – Covid-19)

6. Monitoring arrangements

This policy will be reviewed termly by Priors Field SLT. At every review, it will be approved by the Full Governing Body

7. Links with other policies

This policy is linked to our:

- › Priors Field Child Behaviour policy
- › Priors Field Staff Behaviour Policy
- › Priors Field Child Protection and Safeguarding Policy 2020 to 2021 (Appendix 3 Covid 19)
- › Data protection policy and privacy notices
- › ICT and internet acceptable use policy
- › Online safety policy

8. Appendices

Appendix 1 – Device Loan Agreement for Pupils

1. This agreement is between:

1) *Priors Field Primary School*

Clinton Lane

Kenilworth

CV8 1BA

("the school")

2) Name: (parent)_____ (Child)_____ ("the parent" and "I")

And governs the use and care of devices assigned to the parent's child (the "pupil"). This agreement covers the period from the date the device is issued through to the return date of the device to the school.

All issued equipment shall remain the sole property of the school and is governed by the school's policies.

1. The school is lending the pupil an iPad ("the equipment") for the purpose of doing their remote learning during national lockdown.
2. This agreement sets the conditions for taking a Priors Field Primary School iPad ("the equipment") home.

I confirm that I have read the terms and conditions set out in the agreement and my signature at the end of this agreement confirms that I and the pupil will adhere to the terms of loan.

2. Damage/loss

By signing this agreement I agree to take full responsibility for the loan equipment issued to the pupil and I have read or heard this agreement read aloud and understand the conditions of the agreement.

I understand that I and the pupil are responsible for the equipment at all times whether on the school's property or not.

If the equipment is damaged, lost or stolen, I will immediately inform my child's class teacher and Headteacher, and I acknowledge that I am responsible for the reasonable costs requested by the school to repair or replace the equipment. If the equipment is stolen, I will also immediately inform the police.

I agree to keep the equipment in good condition and to return it to the school on their demand from the school in the same condition.

I will not leave the equipment unsupervised in unsecured areas.

I will make sure my child takes the following measures to protect the device:

- Keep the device in a secure place when not in use
- Don't leave the device in a car or on show at home
- Don't eat or drink around the device
- Don't lend the device to siblings or friends
- Don't leave the equipment unsupervised in unsecured areas

3. Unacceptable use

I am aware that the school monitors the pupil's activity on this device.

I agree that my child will not carry out any activity that constitutes 'unacceptable use'.

This includes, but is not limited to the following:

- Using ICT or the internet to bully or harass someone else, or to promote unlawful discrimination
- Any illegal conduct, or statements which are deemed to be advocating illegal activity
- Activity which defames or disparages the school, or risks bringing the school into disrepute
- Causing intentional damage to ICT facilities or materials
- Using inappropriate or offensive language

I accept that the school will sanction the pupil, in line with our behaviour policy if the pupil engages in any of the above **at any time**.

4. Personal use

I agree that the pupil will only use this device for educational purposes and not for personal use and will not loan the equipment to any other person.

5. Data protection

I agree to take the following measures to keep the data on the device protected.

- Keep the equipment password-protected
- Make sure my child locks the equipment if it's left inactive for a period of time
- Do not share the equipment among family or friends

If I have any problems with use of the device, I will Miss Stocks/Mrs Bull on the admin email:

admin2605@welearn365.com

6. Return date

I will return the device in its original condition to the school office when my child returns to school after lockdown ends.

I will ensure the return of the equipment to the school if the pupil no longer attends the school.

7. Consent

By signing this form, I confirm that I have read and agree to the terms and conditions set out above.

PUPIL'S FULL NAME

PARENT'S FULL NAME

PARENT'S SIGNATURE