



Remote Learning Policy

October 2020

Date of Next Review: In Line with Government Policy

Person Responsible: Miss Jodie Colbourne

Old Park School

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

2.1 Teachers (Supported by Class Staff)

When providing remote learning, teachers must be available between 8.45am and 3.25pm. 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.

When providing remote learning, teachers are responsible for supporting pupils as identified in the school's contingency plan. An overview of these scenarios is detailed below.

Scenario A

One or more pupils in a class test positive to Covid 19 outside the normal school day and therefore need to self-isolate for 10 days.

Scenario B

One or more pupils in a class need to self-isolate for up to 14 days because of PHE guidance regarding a family member waiting for a test or having a positive test result.

Scenario C

Student is absent for a longer period than 14 days e.g. a health condition leading to medical advice to shield at home.

Curriculum

- Class teacher makes initial contact with parents/ carers to check on pupil welfare and record outcome on CPOMS. If pupil is feeling well and can work from home continue with the following:
 - Teacher to email home the relevant sections of their weekly planning and differentiated learning activities. Teacher sends home a visual timetable for the week in the most appropriate communication form for the student.
 - Teacher agrees a convenient time each week to email work home.
 - Home-school link maintained via class email or telephone calls from Teacher/Key worker. Record on CPOMS. Parents/carers/student can therefore inform the Teacher about how they found the work.
 - Teacher signposts to appropriate on-line learning resources. Teachers signpost high-quality online resources in their weekly planning.
e.g. <https://classroom.thenational.academy/specialist>
 - Student continues to access the planned education at the same rate as his/her peers in class at school.
 - Teacher checks if student has access to the internet or requires paper copies to be delivered.

Safeguarding

Weekly telephone call made by Teacher or Key worker to check on health and well-being of student. Telephone calls made more frequently if deemed necessary following discussions with DSL.

In addition, at scenario C

Family Support Worker involved as required.

Social Care and Health involved to ensure well-being of student during long absence from school.

Scenario D

Closure of whole class/bubble following positive test result in school and advice from PHE. All pupils in the class/bubble to self-isolate and/or work from home for 14 days.

Scenario E

Closure of both the Primary and the Secondary bubbles following positive test results and advice from PHE/Local Authority. All staff and pupils in both bubbles to self-isolate and/or work from home for 14 days.

Curriculum

- Class teacher makes initial contact with parents/ carers to check on pupil welfare and record on CPOMS. Teacher completes class overview of which pupils are well and able to access remote learning and which pupils are not well enough to work. If pupil is feeling well and can work from home continue with the following:
 - Teacher to email daily planning and differentiated learning activities for each day. A copy is also uploaded to the class page of the website where appropriate. These are to replicate the learning experiences in school relevant to each pathway.
 - Teacher sends/uploads visual timetable for each day in the most appropriate communication forms for the pupils.
 - Teacher checks if students have access to the internet or require paper copies to be delivered by staff team.
 - Home-school link maintained via class email or telephone calls. Parents/carers/pupils can therefore inform the Teacher about how they found the work each day.
 - Teacher signposts to appropriate on-line learning resources. Teachers signpost high-quality online resources in their weekly planning.
e.g. <https://classroom.thenational.academy/specialist>
 - Where appropriate Teacher to arrange virtual sessions following guidance in appendix 1.

Safeguarding

Weekly telephone call made by Teacher or Key Worker to check on health and well-being of student. Telephone calls made more frequently if deemed necessary following discussions with DSL.

Family Support Worker involved as required.

Social Care and Health involved to ensure well-being of students during longer absence from school.

2.2 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – Phase Leaders should have oversight of their classes
- Monitoring the effectiveness of remote learning – through regular meetings with teachers and class staff, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.3 Designated Safeguarding Lead (Including the Deputy Designated Safeguarding Leads)

The DSL is responsible for:

- Ensuring all remote learning activities are carried out in line with the school Safeguarding Policy and Safeguarding Policy Addendum – COVID19
- Following up on any safeguarding concerns reported by staff remotely and onsite

2.4 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 are 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

2.5 Pupils and parents

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise cannot complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

2.6 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
- Monitoring the well-being and mental of staff when working in ways outside of normal practice

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 other teachers from the same pathway, the Phase Leader or the Deputy Head teacher
- Issues with IT – Mr M Savary, ICT Technician
- Issues with their own workload or wellbeing – talk to the Phase Leader or the Head teacher
- Concerns about data protection – Mr G Poole, School Business Manager
- Concerns about safeguarding – Miss Jodie Colbourne, DSL
- Concerns about family welfare – Mrs L Powis-Hedley, Family Support
- Concerns about pupil health – Mrs D Garland, School Nurse

4. Data protection

4.1 Accessing personal data

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

- Ensure they are not overlooked by unauthorised users such as family members.
- Ensure the device is locked with a secure password every time it is left unattended.
- Use school IT equipment where available.
- Password protect personal devices used to access school online systems or use the school desktop remotely.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as pupil addresses, parent telephone numbers/email addresses as part of the remote learning system. If this processing is necessary for the school's official functions, individuals will not need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

Staff must be mindful to BCC all recipients in group emails to parents/carers and other external email addresses, to avoid sharing private contact information.

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

6. Monitoring arrangements

This policy will be reviewed in line with government guidelines updates by the Headteacher. At every review, it will be approved by Chair of Governors.



Information and Expectations – Virtual Sessions (Including WhatsApp, Microsoft Teams and Zoom)

At Old Park we recognise that virtual sessions for some of our pupils are extremely beneficial, especially those who need to shield longer term or those who are reliant on structure and routine. We are able to offer virtual sessions for identified families using WhatsApp, Microsoft Teams and Zoom. Sessions will be limited to a maximum of 15 minutes.

Here are some ground rules for these sessions in order to comply with our Safeguarding and Data Protection Policies and legislation.

Staff

At least two members of staff will be present during each session.

Where possible –

- The sessions must be recorded.
- A Waiting Room should be opened.
- The meeting should be locked after all anticipated participants have signed in.

A log should be kept on CPOMS of the date, time, duration and attendees present during the session. Staff should wear suitable clothing. Other members of their household should not be visible or audible. The background scene should be appropriate.

Staff must use appropriate, professional language.

Any Safeguarding concerns should be raised with the Designated Lead. The session should be stopped if there are immediate concerns.

Parents

Parents consent to the session being recorded by the school and agree not to make any recordings of the session.

The content of each session is confidential as are the password and invitation codes.

A parent must be present with the child during the session. Other members of the household should not be visible or audible.

Parents must dress in appropriate clothing and use appropriate language.

Parents should be aware of the pupil expectations set out below.

Pupils

Pupils should be dressed appropriately in front of a suitable background.

We are looking forward to working with the pupils. This is a new experience for all concerned and we hope to work together with our families to make a success of it.

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