

# Remote learning policy



**Rosebank School**

*Listening, Responding, Learning*

<b>Approved by:</b>	Rosemary Charlton	<b>Date:</b> 3.2.21
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## Introduction

During this latest lockdown (January 4th 2021) the vast majority of pupils at Rosebank School are continuing to attend school in person following government guidance that this is preferable for all children with an EHCP.

Pupils who are remaining at home are expected to access Rosebank School remote education provision.

### 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

When providing remote learning, teachers must be available between 9am and 4pm on their normal working days.

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. If it affects the completion of any work required, ensure that arrangements have been made with SLT to ensure work is completed.

Remote learning will be given to any child who is self-isolating, Children who are awaiting test results should be given remote learning access on request from parents.

When providing remote learning, teachers are responsible for:

Setting work:

- Creating a daily or weekly timetable of work with clear details of tasks for their class to be sent to parents via Tapestry the day before the work is expected to be completed. This will enable parents to plan their day and collect/print any resources needed.
  - Set differentiated work in e.g. Purple Mash, Classroom Secrets Kids, Oxford Owl.
  - If parents are unable to access learning via laptop/tablet, timetables and work tasks will be printed and posted/hand delivered to families on a weekly basis.
  - Pupils in KS1 and 2 who are away from school for a week or longer should be invited to join their class for a virtual social meeting.
  - Providing feedback on work:
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- Parents and pupils can send completed work to teachers via Tapestry or Purple Mash
- Teachers can then provide feedback via Tapestry/Purple Mash or via email when appropriate.
- Keeping in touch with pupils who aren't in school and their parents:
  - Teachers/HLTA or FSW will maintain regular weekly phone calls with parents whose child is self-isolating.
  - All email/phone contacts with parents need to be logged on CPOMS.
  - Teachers should respond to any messages from Parents/children within 24 hours Mon-Fri. Ideally any messages to parents should be sent between 9am and 4pm. Teachers will not be expected to communicate with parents on weekends.
  - Any issues that are received are to be dealt with professionally by the class teacher and SLT should be BCC'd in the communication and logged on CPOMS.
  - Contact calls are to support parents to continue remote learning, which may be considerably challenging for many families. We believe that our parents will be doing their best in difficult circumstances.
- Attending virtual meetings with staff, parents and pupils:
  - Dress code: as in school
  - Locations: avoid areas with background noise, check there is nothing inappropriate in the background.

## **2.2 Higher Level Teaching assistants and Family Support Worker**

When assisting with remote learning, HLTAs and FSW are responsible for:

- Supporting pupils who aren't in school with learning remotely:
  - Sourcing and making resources to supplement home learning within their specialism (e.g. EYFS, Literacy, ELSA)
  - Making welfare/family support phone calls as needed to coach parents in completing learning tasks including life/independence skills and emotional regulation.
- Carrying out virtual meetings with parents and pupils:
  - Dress code: as in school
  - Locations: avoid areas with background noise, check there is nothing inappropriate in the background.

## **2.3 Senior leaders**

Senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Supporting staff with any issues and queries that arise in the course of remote learning
- Assigning IT devices to pupils/staff where needed to support remote learning.

## **2.4 Designated safeguarding lead**

The DSL is responsible for:

Maintaining contact, collating, passing on information and responding to any concerns. Please see COVID-19 Amendments to the Safeguarding Policy 2020.

## 2.5 Pupils and parents

Staff can expect pupils and parents engaged in remote learning to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time
- Seek help if they need it, from teachers, HLTAs, FSW or SLT
- Alert teachers if they're not able to complete work
- 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

## 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/ SENCO/SLT
- Issues with behaviour – talk to SLT, ELSA HLTA or FSW dependant on the issue
- Issues with IT – talk to SBM or IT Helpdesk
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer (SBM)
- Concerns about safeguarding – talk to a member of the Safeguarding Team

## 4. Data protection

### 4.1 Accessing personal data

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

- Have access to CPOMS to record any parent contact or concerns about children, accessed via secure password. Ensure you log out after use. Do not allow access to the site to any third party.
- Teachers have access to parent contact details via the Admin Team.
- School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

### 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as emails or 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
- Keeping operating systems up to date – always install the latest updates

## **5. Safeguarding**

Please see COVID-19 amendments to the Safeguarding policy 2020.

## **6. Monitoring arrangements**

This policy will be reviewed as and when updates to home learning are provided by the DfE by SLT. At every review it will be approved by the Headteacher and made available to the Governing Body.

## **7. Links with other policies**

This policy is linked to our:

- 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