

# Chapel Street Infants and Nursery School

## Remote Learning Policy



<b>Approved by:</b>	Full Governors	<b>Date:</b> Autumn 2022
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## Contents

1. Aims	3
2. Roles and responsibilities	3
3. Who to contact	6
4. Data protection	6
5. Safeguarding	7
6. Monitoring arrangements	7
7. Links with other policies	7

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## 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

All teachers have responsibility to provide children with a high standard of education, whether in school or at home and it is the teachers responsibility to make sure that all planning incorporates blended learning or whole class remote learning if a class bubble has to be closed for a 2 week period due to Covid or a child is isolating due to Covid.

### 2.1 Teachers – Whole Class Isolating Reception to Year 2

When providing remote learning, teachers must be available between 9:00am-3:00pm Monday-Friday on the platforms to comment on work completed.

If they are unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure. When providing remote learning, teachers are responsible for:

- Setting work:
  - Leading a live Maths input. (around 20 minutes)
  - Upload a Maths task that children can complete at home.
  - Leading a live English input. (around 20 minutes)
  - Upload an English task that children can complete at home.
  - Upload a 'Topic' themed task for the afternoon.
  - Children complete Big Maths Online once a week.
  - Children complete a phonics, spelling type task using an online resource.
  - Work should be uploaded on Microsoft Teams/Tapestry or saved in Purple Mash
- Providing feedback on work –
  - Teacher's will get access to completed work from pupils on Microsoft Teams
  - will share feedback with pupils on the above platforms
  - platforms operate 9:00am-3:00pm Monday-Friday.
- Providing the school office with a daily update of children not accessing any work:
  - keep regular contact with children through providing feedback on work.

- do not answer emails outside of working hours
- if any complaints or concerns shared by parents and pupils, pass these on to your phase manager.
- Attending virtual meetings with staff, parents and pupils:
  - Dress code - smart
  - Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

## Nursery

In Nursery activities will be distributed via Email and shared on Tapestry or Teams

## 2.2 Teachers – Individual Children Isolating Reception to Year 2

When individual children are isolating teachers are responsible for:

- Setting work:
  - Upload a Maths task that children can complete at home.
  - Upload an English task that children can complete at home.
  - Upload a 'Topic' themed task for the afternoon.
  - Children complete Big Maths Online once a week
  - Children complete a phonics, spelling type task using an online resource.
  - Work should be uploaded on Microsoft Teams/Tapestry
  - Children can be invited to work with staff online
  - Teachers can use Oak Academy <https://teachers.thenational.academy/key-stages> or BBC Bitesize to support home learning.
- Providing feedback on work –
  - Teacher's will get access to completed work from pupils on Microsoft Teams
  - will share feedback with pupils on the above platforms
  - platforms operate 9:00am-3:00pm Monday-Friday.
- Providing the school office with a daily update of children not accessing any work who will then pass it on to the SLT.

## Nursery

In Nursery activities will be distributed via Email and shared on Tapestry or Teams

## 2.2 Teaching assistants

When assisting with remote learning, HLTA's and TA's must be available to provide support where necessary under the direction of the class teacher.

If staff 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 assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely:
  - 1-1 pupils will need support
  - Leading any phonics/reading intervention that they usually carry out.
- Attending virtual meetings with teachers, parents and pupils:
  - Dress smartly
  - Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

## 2.3 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 – such as through regular meetings with teachers or by reviewing work set on Microsoft Teams and the work submitted by pupils across year groups and the next step comments provided by teachers.
- 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
- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, 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.

## 2.5 Designated safeguarding lead

The DSL is: Mr Scott Macmillan

The DSL is responsible for:

Making sure that all safe-guarding/E-safety issues are dealt with in a timely manner and that staff are aware that all September safeguarding training still applies to remote learning situations

## 2.6 IT

SLT 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
- Supplying devices to families who do not have access at home

## 2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day through Microsoft Teams
- 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

## 2.8 Governing Body

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 – Mr Scott Macmillan
- Issues with behaviour – Mr Scott Macmillan
- Issues with IT – Mr Scott Macmillan or Miss Beth Stephenson

- Issues with their own workload or wellbeing – talk to one of the well-being champions or a member of the SLT – Mrs Jennifer Toal, Miss Beth Stephenson, Mr Scott Macmillan
- Concerns about data protection – talk to the data protection officer – Miss Beth Stephenson
- Concerns about safeguarding – talk to the DSL – Mr Scott Macmillan

## 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 e-mail service or Microsoft secure platform.

### 4.2 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 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.**

### 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)
- Making sure the device locks if left inactive for a period of time
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

## 5. Safeguarding

Child Protection Policy 2020 is on the school website and all staff have had September training on KCSIE changes 2020. All staff are to report any safeguarding concerns to the Designated Safeguarding Officer – Mr Scott Macmillan.

## 6. Monitoring arrangements

This policy will be reviewed every year by the headteacher. At every review, the full governing body will approve it.

## 7. 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
- Asset Register
- Remote Learning/Covid Plan