

# Newington Community Primary School



## REMOTE LEARNING POLICY 2020-2021

The Newington Community Primary School, remote Learning policy has been written following advice from the COVID 19 DFE guidance.

**Amended:** Term 1 2021

**Approved by :** The Senior Leadership Team

**Signed:** (BA & LL)

**Review:** Term 2 2021

# Aims

This remote learning policy for staff aims to:

- Outline responsibilities and accountabilities for all stakeholders
- 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

# Roles and responsibilities

## Senior Leadership Team responsibilities:

- Becky Andrews and Laura Long to resume overall responsible for Teaching and Learning
- Determine what, how and when work needs to be set for the whole school
- Outline the responsibilities and accountabilities for all staff
- Monitor and evaluate remote learning provision:
  - ✓ Quality assure the remote videos before uploaded to Seesaw and provide feedback to individual teachers
  - ✓ Review Home Learning packs before they are disseminated for parents to collect
  - ✓ Parent Key Survey to canvas parent views
- Seek ways in which to support those parents who are not engaging
- A member of SLT to be assigned to work alongside each Year Leader to ensure high quality Teaching and Learning for all children:
  - ✓ Nursery and Reception – Suzanne Legge
  - ✓ Year 1 and Year 2 – Laura Long
  - ✓ Year 3 and 4 – Taralee Kennedy
  - ✓ Year 5 and 6 – Becky Andrews
- Becky Andrews to be responsible for allocating in- school provision for CW and vulnerable children
- Taralee Kennedy to be responsible for allocating and deploying technology for disadvantaged families, in order to access Home Learning
- Becky Andrews to review Data Protection of remote learning platforms (Seesaw/Loom/Zoom)
- Taralee Kennedy to review Safeguarding implications for remote learning and provide appropriate guidance and training

## SENCO responsibilities- Suzanne Legge:

- Identification of EHCP and SEND children who should be prioritised for learning in school
- Provide resources and activities to support identified SEND children learning at home, and likewise those learning in school
- Weekly phone calls with parents for those children learning at home
- Liaise with teachers to monitor parental engagement through Seesaw
- Liaise with Becky Andrews to review and identify children for in- school provision, if staff capacity and availability permits
- Support teachers with strategies and resources for those children not in school
- Addendums to SEND policy

### **Welfare/Safeguarding Lead responsibilities- Taralee Kennedy:**

- Identify vulnerable children who should be prioritised for learning in school
- Identify and deploy technology for disadvantaged families learning at home
- Co-ordinate the welfare team to provide outreach support for vulnerable families
- Liaise with outside agencies to support and engage families with remote learning or getting children into school, where they meet the criteria
- Provide resources and activities to support vulnerable children and their families
- Weekly phone calls with parents for those children learning at home
- Liaise with teachers to monitor parental engagement through Seesaw
- Liaise with Becky Andrews to review and identify children for in- school provision, if staff capacity and availability permits
- Support teachers with strategies and resources for those children not in school
- Provide appropriate Safeguarding guidelines related to remote learning platforms
- Addendums to CP and Safeguarding policies

### **ICT Lead responsibilities- Chris Bing:**

- Work with SLT to establish efficient systems and processes for setting up remote learning
- Where work is to be recorded on a remote Learning platform, provide instruction and relevant guidelines for doing so
- Work with teachers to upload videos onto Seesaw
- Provide instruction/guidelines for parents, where needed, to support accessibility at home
- 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 Becky Andrews
- Support with parents and children accessing Computing resources from home

### **Year Leader responsibilities:**

- Produce a weekly rota, outlining who will be responsible for in school provision and who will be responsible for Home Learning provision
- Determine a weekly overview of curriculum subjects to be taught, including subject specific content
- Determine a weekly planning schedule for teachers
- Resume overall responsibility for each teacher's Seesaw account
- Canvas parent questions and concerns, where teachers are unable to. Escalate to Becky and Laura, should the need arise
- Feedback to the leadership team to inform ongoing evaluation and review
- Communicate with members of their teams daily (e.g. email, telephone, Zoom)

### **Teacher responsibilities:**

- All teachers to be available for work their contracted hours
- If teachers 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

- Teachers who are not class based, will be responsible for canvassing questions and providing feedback and support for the parents of children learning at home (via Seesaw)
- Teachers to be available between 9am and 3pm
- Teachers will ensure that Home learning mirrors the learning taking place for children based in school
- To produce three recorded lessons per day (Maths, English and one other subject). Each of which to be between 20-30 minutes in length, with an additional recorded task which should take 30 minutes to complete
- To produce daily Home Learning packs for parents of children who do not have access to technology
- The specialist team to produce a Music and PE video each week
- Teachers to communicate, daily, with parents via Seesaw between 9am and 3pm
- To follow the 'Home Learning Expectations' document, disseminated to all staff
- Children struggling at home should be reported to welfare team
- Undertake bi-weekly welfare phone calls to all parents. Those parents who are not engaging with Home Learning will be escalated to the welfare team
- If working from home, teachers will be provided with appropriate technology and support in order to undertake their tasks
- Complaints or concerns, should be dealt in the first instance by Year Leaders and then escalated to SLT. Safeguarding concerns should be reported using the school's Safeguarding system

#### **Teaching assistants:**

- All teaching assistants to be available for work for their contracted hours (8:30am-3pm)
- If teaching assistants 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 assigned to a class Bubble, teaching assistants are responsible for supporting learning in class under the direction and supervision of the class teacher
- If not assigned to a class Bubble, teaching assistants will be responsible for producing Home Learning support, as determined by the Year Leader e.g. remote learning, resources, interventions support that can be delivered in school and remotely
- If working from home, teaching assistants will be directed by the Year Leader to undertake task and will be provided with appropriate technology and instruction in order to undertake their tasks
- Attend virtual meetings
- Undertake CPD and implement as part

#### **Subject leads:**

- Consider whether any aspects of the subject curriculum need to change to accommodate remote learning and liaise with Year Leaders
- Work with Year Leaders to make sure all work set is appropriate and consistent
- Working with other subject leaders, Year leaders 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
- Support year groups with curriculum resources and strategies

#### **Pupils and parents:**

- Be contactable during the school day – although consider they may not always be in front of a device the entire time
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants

**Ambition, Achievement, Aspiration**

- 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
  - ✓ Find supporting their children with their learning challenging, and therefore the school will support them on an individual basis

### **Governing board:**

- 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

## **Who to contact**

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

- Becky Andrews: CW provision, whole school organisation, remote learning systems and procedures, GDPR
- Laura Long: remote Learning quality control, monitoring and evaluation
- Taralee Kennedy: Welfare/Safeguarding/digital devices for remote learning
- Suzanne Legge: SEND provision
- Chis Bing: IT
- Cliff Stokes: staff workload and staff well-being

## **Data protection**

### **Accessing personal data**

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

- All staff to record lessons using Loom/Zoom (see Data Protection policies for each platform)
- All recorded videos to be saved and stored using a secure Media drive
- All staff to use devices provided by the school, with secure password settings

### **Processing personal data**

- Staff members may need to collect and/or share personal data such as email addresses as part of the remote learning systems (Seesaw). 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.

### **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

## Safeguarding

- Refer to the school's child protection policy which reflects the current situation

## Monitoring arrangements

This policy will be reviewed termly by Becky Andrews. At every review, it will be approved by the Senior Leadership Team, in consultation with Year Leaders and as a result of feedback from stakeholders.

## 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
- IT and internet acceptable use policy
- Online safety policy
- SEND policy
- Teaching and Learning policy

***For full details of the Newington Community Primary School's privacy notice and compliance with GDPR regulations, please navigate to: [www.newington-ramsgate.org.uk](http://www.newington-ramsgate.org.uk)***