



Opening minds, learning through challenge and celebrating God's world

POLICY FOR REMOTE AND BLENDED LEARNING

Reviewed: September 2020

Review Due: Autumn 2022

School Christian Values

Generosity, compassion, courage, forgiveness, friendship, respect,
Thankfulness, trust, perseverance, justice, service and truthfulness.

Bible Reference

Luke 10: 27 'Love your neighbour as yourself'

Policy References

This policy is written with reference to the following school policies:

- Single Equalities Policy.
- Inclusion Policy
- SEND
- KCSIE
- Positive Behaviour Policy
- Communication Policy
- Complaints Procedures
- Attendance Policy

Most of these policies are available on the school website. In addition, copies of the following policies are available, on request, from the school office.

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. Definitions

For the purpose of this policy we define different types of learning:

- Home Learning – the learning set by school for homework and work that can be done to consolidate and rehearse in school learning. This will be followed for the first three days of an absence.
- Blended Learning – the combination of school learning and online learning to support teachers, pupils and parents to access learning opportunities and activities.
- Remote Learning – the learning that is provided online for parents and pupils to access at home only when necessary. This will be provided after the first three days of a longer absence from school e.g. having to self-isolate for 14 days due to COVID19.

2. Roles and responsibilities

2.1 Teachers

When teachers are in school and children are able to attend school, the priority is the teaching and learning of the children in school. As children need to be away from school due to illness such as COVID19 then teachers will provide home learning opportunities via our online platform. These opportunities will reflect the learning continuing in the classroom. When most or all of the class has to be away from school then teachers will provide remote learning for the children in their class. Teachers must be available between 9.00am and 3.00pm when providing remote learning.

If teachers 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:

- Setting work – cover details like:
 - Creating a weekly timetable of work for their year group. This must include subjects from across the curriculum. Additional powerpoints and worksheets may be used.
 - Set differentiated Maths, Times Table Rockstars, spelling, grammar and punctuation and reading and phonics in KS1 including pupils in KS2 who continue to access phonics.
 - Year group weekly timetables and learning plans to be saved on the Work Drive before the week the work commences ie Monday am. These are then uploaded to Class Dojo when it is needed for the pupils who are absent due to COVID 19.
 - Online safety curriculum to be followed at <https://www.thinkuknow.co.uk/>. The page has been created to support parents during COVID-19 and the closure of schools. Each fortnight, they will be releasing new home activity packs with simple 15 minute activities that can be completed at home to support children's online safety at a time when they will spending more time online.
- Providing feedback on work:
 - Pupils upload learning onto Class Dojo, minimum of one piece of learning per day.
 - Teachers to comment on learning and work uploaded. Give next steps in learning as and when necessary.

- Teachers should respond to any messages from parents/carers within 48 hours.
 - Teacher availability is shared with parents so that parents know that teachers will only respond within working hours.
 - Families who are unable to access technology will be given packs of resources.
 - Teachers are to send any children's work to be displayed to the printer@skertonstlukes.lancs.sch.uk email.

- Keeping in touch with pupils who aren't in school and their parents:
 - Weekly Star of the Week and Headteacher's Award to be sent on Fridays.
 - When staff are working in school with pupils they will not be expected to respond to Class Dojo for learning during school hours. Teachers can use the learning that they have set on Class Dojo within their teaching in school. Pupils can upload their learning to Class Dojo in school as well as at home.
 - Messages received via Class Dojo from parents and pupils are to be checked between 9am and 5pm, Mon- Fri. Messages must be replied to within 48hrs. Only send replies between these times.
 - Any issues that are received are to be dealt with professionally by the class teacher. If necessary teachers to contact the Key Stage Lead or Headteacher for advice.
 - Teachers are to attempt to make contact with all pupils in their class every week via messages telephone call when in school or from a withheld number. Contact details can be accessed from SIMs and CPOMS, please ensure you log off and do not share information with a third party. Record all contacts with parents on CPOMs and add any relevant actions. Example CPOMS comment 'Telephoned Mum offered support during home learning and I spoke with child who is getting on well. No concerns.' Alert Pastoral Team with each contact made and if there is a safeguarding concern alert the DSL.
 - Contact should be polite and encouraging. Teachers must not give out any personal details. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly
 - Children are expected to upload at least one piece of work each day for the teacher to comment on and give feedback.

- Attending virtual meetings with staff, parents and pupils:
 - Rules are in place for all virtual meetings or lessons:

<p>Online safety for Zoom/ TEAMS meetings</p> <ol style="list-style-type: none"> 1. Change your name to initials or an appropriate nickname and ensure your background is suitable (blank wall or use visual effects like blur) 2. A parent/ guardian must be present during the online meeting. 3. Keep your microphone on mute until invited to speak by the adult leading the meeting. 4. Use the 'hands up' option to indicate you wish to speak/ take part. 5. Have the resources needed for the session before it starts. 6. Ensure personal information stays private. 7. No photos, videos or screen grabs are allowed. 8. Raise any concerns immediately with the adult leading the meeting. 9. Sharing of links not permitted unless given by the adult leading the meeting.
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- All meetings with parents will be via phone appointments unless a face to face meeting is in the essential interest of the child. Staff can ring from the school number or a withheld number if working from home.
- If a face to face meeting is essential then parents and staff will be required to wear a face covering and stay 2 metres apart.
- Parents evenings will be conducted by 10 minute telephone appointments. Teachers can be off site for these phone calls
- Phone calls should be made from a private space with no one able to overhear confidential and private information.
- All staff meetings will be held in the hall unless staff members are not in the building. If this is the case then meetings will be held via Zoom and teachers are expected to attend unless absent for illness.

2.2 Teaching assistants

Teaching assistants must be available during their normal working hours, Mon to Fri. During this time they are expected to check work emails and be available when called upon to attend school. 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.

Teaching assistants are responsible for:

- Supporting pupils with learning remotely.
- When requested by the SENCO Attending virtual meetings with teachers, parents and pupils.

2.3 Subject leads

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

- Monitoring the work set by teachers in their subject – Review work set weekly on Class Dojo.in line with home learning and remote learning guidance.
- Evaluate what changes will need to be made in line with Subject Action Plan.
- Provide physical and online resources that teachers can access to support Blended Learning across the school.

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 – reviewing work set by teachers weekly, monitoring learning, monitoring correspondence between parents and teachers.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

- Maintaining contact, collating, passing on information and responding to any concerns in line with **Policy for Safeguarding Children**.

2.6 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're experiencing
- Reviewing the security of systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the hours of the school day 9am – 3pm – although they may not always be in front of a device the entire time.
- 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 to:

- Make the school aware if their child is sick or otherwise can't complete work
- Send their child to school if their class is open for them to attend.
- Support their child in their home and remote learning if they can't attend for any reason.
- Seek help from the school if they need it – staff should refer parents to Class Dojo and other useful links for learning. 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, they should contact the following individuals:

- Issues in setting work – talk to the relevant subject lead/SENCO/SLT
- Issues with behaviour – talk to the SENCO/SLT
- Issues with IT – talk to S. Trowse who can contact support if needed.
- Issues with their own workload or wellbeing – talk to their Key Stage Lead/SLT
- Concerns about data protection – talk to the data protection officer (Business Manager)
- Concerns about safeguarding – talk to the DSL All staff can be contacted via the school email addresses

4. Data protection

4.1 Accessing personal data

When accessing personal data, all staff members will:

- All staff have access to CPOMS to record any parent contact or concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party.

- Teachers are able to access parent contact details via CPOMS using a secure password and the authenticator APP. Do not share any details with third parties and ensure CPOMs is logged off when not used.
- SLT have the ability to locate personal details of families when required through securely accessing CPOMs. SLT are not to share their access permissions with other members of staff.
- 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 personal data such as email and 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
- Installing antivirus and anti-spyware software Keeping operating systems up to date – always install the latest updates

5. Safeguarding

Please see updated Policy for Safeguarding of Children.

6. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government by C. Armistead. At every review, it will be approved SLT and Governors