

**Our Vision**

*‘Learn together, shine together’*

**Remote Learning Policy**

**January 2021**

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As a staff we are committed to ensuring our children continue to learn at Holy Trinity Primary School. We will endeavour to support our learners at this time and continue to learn and grow through remote learning in case of absence or bubble closures. Remote learning is where pupils cannot be physically present at school. As children cannot access school to learn, their learning will take place online at home. Children are expected to complete the work set. Work will be set by teachers using a learning platform e.g. Purple Mash or MyMaths.  These are websites children use regularly. The passwords needed have been given to parents and children. Activities will be completed online and teachers will be able to see it. Teachers will be able to monitor children’s engagement in activities and check their understanding. There is also a general bank of website links on the Remote Learning page of the school website that teachers may refer to when setting work. Pupils will be provided with a suggested timetable for the week to ensure that they are given routines in order to learn at home. Children thrive off routine and structure so this may help when learning at home. We understand that this cannot be followed at all times and is a suggested timetable. There will be access to the work on the Class Pages section on our website. This will give parents and pupils a list of resources for learning and outline expectations. Each child will be issued with set pieces of work to complete following a class video call with their teacher or adult from their class. Their responses will be sent to the teacher via Purple Mash, who will mark their work and provide feedback.

**1. Aims**

This remote learning policy aims to:

* Ensure consistency in the school’s approach to remote learning
* Set out expectations for all members of the school community with regards to remote learning
* Provide appropriate guidelines for data protection
* Reflect the school’s commitment to the UN Conventions of the rights of the child specifically article 28, 29 and 31.

**2. Roles and responsibilities**

**2.1 Teachers**

Teachers must be available between 8.50am and 3.30pm. 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 procedures between 8.50am and 3.30pm. If it affects the completion of any work required ensure that arrangements have been made with SLT to ensure work is completed.

Teachers are responsible for:

Setting work:

* Creating a weekly timetable of work for their year group. This must include subjects from across the curriculum. These are then forwarded to the website lead to be uploaded to each class page on the website.
* Set differentiated learning via Purple Mash, Learning By Questions and MyMaths. Additional powerpoints and worksheets will not be used.
* Arranging zoom sessions for lessons, where adults can work with small groups of children in breakout rooms and support can be provided to individuals alongside Purple Mash online learning.
* Working as a year group team with support staff to ensure the above work is planned and ready.

Providing feedback on work:

* Pupils can send any completed work to teachers via Purple Mash.
* Teachers can send back feedback and reassign work.
* Teachers should respond to any messages from parents/children within 48 hrs on Purple Mash.
* Teachers are to send any children’s work to be displayed on the class page on the website to Mrs German or Miss Sumner.

Keeping in touch with pupils and parents:

* Messages received from parents or pupils are to be checked between 8.50am and 3.30pm, Mon- Fri. Emails 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 and the Headteacher should be updated immediately. If necessary, teachers to contact the Key Stage Lead or member of SLT for advice.
* Teachers are to attempt to make contact will all pupils in their class every 2 weeks via telephone call when in school. Contact details can be accessed from the office, and returned directly to the office. 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.’ If there is a safeguarding concern alert the safeguarding team.
* 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.

Attending virtual meetings with staff, parents and pupils:

* At present virtual meetings for pupils and staff will be held on Zoom with guidance covered in the appendix.
* Be mindful of location (e.g. avoid areas with background noise, nothing inappropriate in the background)

**2.2 Teaching assistants**

Teaching assistants must be available between 9.00am – 3.30pm depending on 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 and be involved in virtual meetings for their class. 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 and/or class teacher

Attending virtual meetings with teachers, parents and pupils:

* At present virtual meetings for pupils and staff will be held on Zoom with guidance covered in the appendix.
* Be mindful of location (e.g. avoid areas with background noise, nothing inappropriate in the background)

**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 the website
* Review their current subject in the light of home learning during the spring/summer term. Evaluate what ongoing changes will need to be made matching to their most up to date subject action plan.

**2.4 Senior leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

* Co-ordinating the remote learning approach across the school – SLT
* Monitoring the effectiveness of remote learning – reviewing work set by teachers weekly, monitoring MyMaths and Purple Mash, being available to support teachers and support staff during remote learning.
* 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.

**See the COVID-19 amendments to the Child Protection Policy**

**2.6 IT staff**

IT staff are responsible for:

* Fixing issues with systems used
* Helping staff 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 to:

* Be contactable during the hours of the school day 8.50am – 3.30pm – 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:

* Seek help from the school if they need it – staff should refer parents to the child’s class page on our website and the ‘Remote Learning’ page for the weekly timetables and other useful links for learning.
* Be respectful when making any complaints or concerns known to staff.

**2.8 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 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 subject lead
* Issues with their own workload or wellbeing – talk to 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 by parents via the school office email address or individual children’s teachers on Purple Mash.

**4. Data protection**

**4.1 Accessing personal data**

When accessing personal data, all staff members will:

* Have access to CPOMS to record any parent contact or concerns about children, this is accessed via a secure password. Ensure they log out after use. Do not allow access to the site to any third party.
* Teachers are able to access parent contact details via the folder in the office. Do not share any details with third parties and ensure folder is returned to D Grady.
* SLT have the ability to locate personal details of families when required.
* School laptops and iPads are the school’s preferred devices to be used when accessing or logging any personal information on pupils.

**4.2 Sharing 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. Such collection of personal data applies to our functions as a school and doesn’t require explicit permissions.

While this may be necessary, 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 the following for updates concerning safeguarding in relation to home learning.

**COVID-19 amendments to the Child Protection Policy this also details reference to remote learning curriculum and risks online.**

This policy is available on our website.

**6. Monitoring arrangements**

XX is responsible for the monitoring of the implementation of this policy. The leader reports to the Head teacher on the effectiveness of the policy and to the governing body upon its review. This policy will be reviewed as and when updates to home learning are provided by the government.