

# Horniman School

## Remote Learning Policy



This policy was agreed by the governing body on: (and supersedes all previous policies relating to this area)	
Signed:	Chair of Governors
Implemented:	January 2021
Review date:	March 2021
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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. Introduction

During this period of long term closure, staff at Horniman Primary School will continue to provide education and support to our children using remote learning. All learning will be conducted using the SEESAW and Microsoft Office 365 Teams apps. This will allow staff to keep in daily contact in a professional and confidential manner with their class. Teachers will be able to schedule learning in a manner that does not overwhelm our children. Teaching and learning can be tailored, changed and updated as time progresses, allowing for replication of classroom activity to the best of our ability. In all communications we will prioritise the wellbeing of our children. This policy should be read in conjunction with Remote Education Information for Parents/Carers and the Remote learning home agreement

### 3. Flexibility of Learning

We realise that the circumstances that cause our school to close will affect families in a number of ways. In our planning and expectations, we are aware of the need for flexibility from all sides: -

- Parents may be trying to work from home so access to technology as a family may be limited;
- Parents may have two or more children trying to access technology and need to prioritise the needs of older children
- Teachers may be trying to manage their home situation and the learning of their own children;
- Systems may not always function as they should.

An understanding of, and willingness to adapt to, these difficulties on all sides is essential for success.

## 2. Roles and responsibilities

### 2.1 Teachers

When providing remote learning, teachers must be available between 9.00am – 3.00pm.

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.

When providing remote learning, teachers are responsible for:

➤ Setting work:

- Teachers need to provide work for their own class, taking into account differences in ability
- Every day should have at least one English task, a maths task and a non-core activity
- The work needs to be set by 8.00am each day
- Work should be uploaded to Teams in KS2 and Seesaw in Reception and KS1

➤ Providing feedback on work:

- Children will submit work via either Teams (KS2) or Seesaw (KS1) where possible by 3.00pm each day
- Teachers should preferably give either written or oral feedback. Sometimes work will be marked and other times answer sheets will be provided for children to self-assess. Live lessons will also be used for feedback.
- Feedback should be given by the next day, where possible. Work handed in late will be marked when the teacher is able to.

➤ Keeping in touch with pupils who aren't in school and their parents:

- Teachers will provide daily live lessons via Teams (KS2) or Zoom (KS1)
- Children who are not regularly attending live lessons should be contacted via telephone, unless they have informed the office that they are ill.
- Teachers should aim to answer children's and parent's emails within 2 working days. Teachers are not expected to answer emails outside of working hours.
- Any complaints or concerns shared by parents and pupils should be referred to their line manager or a member of SLT
- Teachers should expect high standards of behaviour during live lessons. Children who are not behaving appropriately will have a warning and may be banned from joining live lessons if their behaviour continues. Parents may be spoken to in order to help support an improvement in their behaviour. (see Behaviour Policy and addendum for more details)
- If children do not complete the required amount of work their family should be called to see if the school can help in any way and discover reasons why the child is not completing the work.

➤ Attending virtual meetings with staff, parents and pupils:

- Staff should wear appropriate clothing during live lessons and virtual meetings
- Live lessons should be conducted from a suitable location (i.e. avoid areas with background noise, nothing inappropriate in the background)
- If teachers are required to work in school with vulnerable and critical worker children, then they should still deliver live lessons. They may plan work that does not require as much teacher input or feedback on those days (e.g. Athletics or Oak Academy etc.)

### 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during their working hours.

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.

When assisting with remote learning, teaching assistants are responsible for:

Supporting pupils who aren't in school with learning remotely:

- Teaching small groups or break out groups for the class they work in (e.g. interventions or reading groups)
- Giving feedback to children under the direction of the class teacher
- Attending virtual meetings with teachers, parents and pupils – cover details like:
  - Staff should wear appropriate clothing during live lessons and virtual meetings
  - Live lessons should be conducted from a suitable location (i.e. 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 needs to change to accommodate remote learning
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Monitoring the remote work set by teachers in their subject through conversations with 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 and regular surveys involving children and parents/carers
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## **2.5 Designated safeguarding lead**

The DSL is responsible for:

- Ensuring the safety of all children while remote learning – see Safeguarding Policy and Covid addendums and e-safety policy
- Ensuring that staff are able to contact a DSL, especially during the time that they are live streaming or making a one-to-one call
- Continuing to engage with social workers and other key contacts for families and attend all multi-agency meetings, which may be held remotely or by phone, about vulnerable children who are working remotely
- Contacting outside safeguarding agencies eg. MASH, Children Services, Police etc. regarding any concerns that arise during remote working, and having details available to them, even when working away from school

## **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 via email or providing how to guides
- 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, including loaning school devices to families who need them

## 2.7 Pupils and parents

The work children engage in during a period of closure will be part of our current planning and so cannot be considered as optional.

Pupils will:

- 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, unless they have agreed otherwise
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work
- Read daily, either independently or with an adult;
- Consider using the school closure time to learn a new skill, follow their own interests to discover more about the world around us or just be creative.

Parents will:

- Support their child's learning to the best of their ability
- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

## 2.8 Governing body

The governing body 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 Andrew Pickering or to the relevant subject lead or SENCO
- Issues with behaviour – talk to Sofie Hashmi
- Issues with IT – talk to IT staff (Naomi, Pete or Emma)
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer (Sharron)
- Concerns about safeguarding – talk to one of the DSLs

## 4. Data protection

### 4.1 Accessing personal data

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

- Access pupil data via Teams or Scholarpack
- School devices should be used for all school work

### 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as Teams login details or email addresses 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 and adhere to GDPR guidelines.

### 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 updates for antivirus and anti-spyware software, if prompted
- Keeping operating systems up to date – always install the latest updates

## 5. Safeguarding

See the Safeguarding Policy and Covid addendums

## 6. Monitoring arrangements

This policy will be reviewed every 3 months while school is closed by Andrew Pickering (Assistant Headteacher). At every review, it will be approved by the governing board.

## 7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding and child protection policy and coronavirus addendum to our safeguarding and child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- E-safety policy