

# Remote Learning Policy

## Lumley Junior School



**Remote learning** is an approach to education that combines online educational materials and opportunities for interaction online with traditional place-based classroom methods.

**Approved by:**

Mrs. Tracey Wilson  
Headteacher  
Mr. Stephen Forster  
Chair of Governors

**Date:** September 2020

**Last reviewed on:**

September 2020

**Next review due by:**

## **1. Aims**

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils
- 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**

### **2.1 Teachers**

#### **Class bubble isolation**

When providing remote learning from home, teachers will be available between 8:30 – 4:00 pm.

(If they 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:**

- For their class and if required to support planning for other year groups due to staff absence.
- Weekly plan to be uploaded to Weduc by 9:00am on a Monday morning.
- Printable resources to be uploaded with the weeks planning onto Weduc.
- Weekly plan to be uploaded to Office 365 following your PPA session and before 9:00am on a Monday morning.
- Printable resources to be uploaded with the weeks planning on Office 365 following your PPA session and before 9:00 am on a Monday morning.
- Teachers to liaise with their partner teachers to ensure consistency across the year group/subject.
- Five maths lessons should be planned per week using White Rose Maths Home Learning Videos. The associated worksheets to be uploaded on to Weduc. Pupils can print these out if they have access to a printer or can write the answers in their home learning book.
- Four English lessons and one reading session to be planned per week.
- Foundation subjects to be planned weekly based on the current class timetable.
- Planning needs to consider the range of abilities within the class. Teachers will need to differentiate some tasks.
- The Computing Lead will request the laptops/tablets from the DFE as required.

#### **➤ Providing feedback on work:**

- Teachers will hold a Teams Meeting every Monday morning at 9:30am with pupils (this will start the first full week of a class/bubble isolation). This will be to discuss the weeks learning activities. Class Team groups will be set up using the pupils Office 365 emails.
- Teachers will hold a further meeting on Friday afternoon at 2:00pm to provide feedback to pupils based on the weeks learning (this will start the first full week of isolation). Pupils will have the opportunity to talk about their work and share their ideas and knowledge with their class.
- Teachers will telephone parents and ask to speak to each child on a weekly basis to find out how they are managing their work, respond to questions, give verbal feedback and check on their wellbeing.
- Pupils can photograph and email their home learning to their teacher.

- Teachers to respond through email/telephone call to pupils' work sent in. No time limit has been set for teachers to respond to emails. However, it should be within the hours of 8:30 – 4:00 pm Monday to Friday.
- Teachers will **not** respond to parents' emails outside school hours and at weekends.
- If teachers are unsure how to respond to a parents' email, please forward it to Tracey Wilson and Carol Hughes who will advise on the appropriate action.
- Feedback with pupils in the main will be given verbally through Teams Meetings and a weekly phone call. Verbal feedback can also be given once the children are back in school.
- Teachers will respond to work that has been sent in. This may be through email on Weduc or through discussion during the weekly feedback session or individual phone call.
- Pupils work to be celebrated through the news feed on Weduc.

➤ **Keeping in touch with pupils who are not in school and their parents/carers:**

- Teachers will telephone pupils once a week. Teachers must use no caller ID if phoning from their own telephone. Teachers will be re-reimbursed for costs using their own telephone.
- Teachers will hold a Teams Meeting with their class on a Monday morning at 9:30 am to explain the week's home learning tasks (this will start the first full week of a class/bubble isolation).
- Teachers will hold a Team Meeting with their class on a Friday afternoon at 2:00pm to provide feedback for pupils following a full week of class/bubble isolation (this will start the first full week of a class/bubble isolation).
- Teachers must follow the school dress code when hosting Teams meetings and ensure they are situated in a quiet space with nothing inappropriate in the background.
- Teachers will telephone pupils and parents where there are concerns that home learning activities are not being completed. Pupils will be reminded that they are required to complete tasks and this will be monitored by teachers.
- Teachers will monitor pupil usage on mymaths, Spag and Lexia. Teachers to discuss with parents the reasons why their child/ren are not completing set tasks if necessary.

**Individual self-Isolation**

Individual pupils who are self-isolating can access weekly home learning activities through the home learning section of the Weduc App.

Teachers are responsible for:

- Uploading weekly home learning plan onto Weduc by 9:00am on a Monday morning.
- Weekly planning must be uploaded onto Office 365 following your PPA session and before 9:00am on a Monday morning.
- Where necessary, staff may telephone parents and pupils for a welfare check and to assist with any home learning queries and feedback.
- Parents should use the Weduc App to contact teachers with queries during school hours 8:30 – 4:00pm.

Should schools choose to provide remote education using live streaming or pre-recorded videos, guidance from the National Cyber Security Centre (NCSC) on [which video conference service is right for your school](#) and [using video conferencing services securely](#) could help schools to set up video conferencing safely, if this is the chosen approach. In addition, [guidance from the UK Safer Internet Centre on safe remote learning](#) includes detailed advice on live, online teaching, and the [safeguarding guidance from London grid for learning \(LGfL\)](#) includes platform-specific advice.

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during their contracted 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 are not in school with learning:
  - This may be 1:1 support for a pupil with SEND
  - Preparing additional support materials and activities
  - Planning intervention support and activities
  - Keeping in touch with parents and pupils through Teams and telephone calls
- Attending virtual meetings with teachers, parents and pupils:
  - Support staff must follow the school dress code when hosting Teams meetings and ensure they are situated in a quiet space with nothing inappropriate in the background.

## Local School Lockdown

In the event of a Local School Lockdown the school may be open for keyworker pupils and vulnerable pupils only. Home learning procedures will be the same as a class/year group bubble self-isolating.

Teachers will be deployed to either:

- Teach and Support pupils in school or
- Manage and support remote learning for a class or year group.

Teaching Assistants will be deployed to either:

- Support pupils in school or
- Support class teachers in providing remote learning for groups of pupils or individuals.

## 2.3 Subject leads (including SENDCO)

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the curriculum need to change to accommodate remote learning and to meet the needs of individual children
- Consider how approaches to remote learning are integrated into the wider curriculum design
- 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 reasonable and age-appropriate
- Monitoring the remote work set by teachers in their subject – through regular meetings with teachers and reviewing work set

- 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
- Understanding how approaches to remote learning are integrated into the wider curriculum design
- Monitoring the effectiveness of remote learning – through regular meetings with teachers and subject leaders, reviewing work set or using 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 responsible for:

- Referring cases of suspected abuse to the local authority children's social care as required;
- Supporting staff when making referrals to local authority children's social care;
- Referring cases to the Channel programme where there is a radicalisation concern as required;
- Supporting staff who make referrals to the Channel programme;
- Referring cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required; and
- Referring cases where a crime may have been committed to the Police as required.
- Keep weekly contact with vulnerable families.
- Liaise with external agencies and Durham County Council's Social Care Teams to support and protect vulnerable pupils and those at risk of harm.

## **2.6 Admin staff / Computing lead**

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they may experience
- 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

## **2.7 Pupils and parents**

Staff can expect pupils learning remotely to:

- Be contactable during the school day
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants

- Alert teachers if they are unable 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
- Be respectful and timely when communicating with staff. This should be between the 8:30 am and 4:00pm.

## **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 and is integrated into the wider curriculum design
- 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 –relevant subject lead or SENDCO
- Issues with behaviour –senior leader
- Issues with IT –IT Admin Team /Computing leader
- Issues with their own workload or wellbeing – Head teacher and/or the Deputy Headteacher
- Concerns about data protection – data protection officer
- Concerns about safeguarding –DSL

## **4. Data protection**

### **4.1 Accessing personal data**

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

- Access the data through Office 365 and CPOMs.
- Use school laptop/ ipad to device to access the data
- When telephoning parents from a personal mobile phone, staff MUST use no caller id.
- Please refer to the Acceptable Use Policy / Mobile Phone Policy

### **4.2 Processing personal data**

Staff members may need to collect personal data, such as email addresses and telephone numbers, as part of the remote learning system.

Staff are reminded to collect as little personal data as possible online and to use school communication systems, not personal details or devices.

### **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)
- 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**

Link to Durham County Council's Safeguarding Policy, Procedures and Guidance for School:

<https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fgateway.durhamschools.org.uk%2Fpupils%2Fsafeguarding%2FLists%2FNews%2FArticle.aspx%3FID%3D383%26source%3D%2F&data=02%7C01%7Ct.wilson101%40durhamlearning.net%7Ca901e0bed8e84774c5f808d84e626a52%7C45dff5283644d73bf3a8f98bdf10d87%7C0%7C0%7C637345531876212587&sdata=NqvGVQn%2FsUJ3gAxWUwWY7uh3iQLzrwIP5qKLc7efVzM%3D&reserved=0>

Link to Keeping Children Safe in Education 2020:

[https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fassets.publishing.service.gov.uk%2Fgovernment%2Fuploads%2Fsystem%2Fuploads%2Fattachment\\_data%2Ffile%2F912592%2FKeeping\\_children\\_safe\\_in\\_education\\_Sep\\_2020.pdf&data=02%7C01%7Ct.wilson101%40durhamlearning.net%7Ca901e0bed8e84774c5f808d84e626a52%7C45dff5283644d73bf3a8f98bdf10d87%7C0%7C0%7C637345531876222569&sdata=jl1yNYoCKNHsyc%2B5xZ0Ald6Epx6qEtodrQFQNLJXmY%3D&reserved=0](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fassets.publishing.service.gov.uk%2Fgovernment%2Fuploads%2Fsystem%2Fuploads%2Fattachment_data%2Ffile%2F912592%2FKeeping_children_safe_in_education_Sep_2020.pdf&data=02%7C01%7Ct.wilson101%40durhamlearning.net%7Ca901e0bed8e84774c5f808d84e626a52%7C45dff5283644d73bf3a8f98bdf10d87%7C0%7C0%7C637345531876222569&sdata=jl1yNYoCKNHsyc%2B5xZ0Ald6Epx6qEtodrQFQNLJXmY%3D&reserved=0)

## **6. Monitoring arrangements**

This policy will be reviewed termly or earlier if deemed necessary.

## **7. Links with other policies**

This policy is linked to our:

- Behaviour policy
- Safeguarding policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy