

**Whatever you do, work at it with all your heart.
Colossians 2:23**



St. Mark's C of E Primary School

**A policy for
Remote Learning**

**Approved by governors: October 2020
To be reviewed: October 2022**

Mission Statement

At St Mark's C of E Primary School we will:

- Welcome everyone
- Build Christian values and worship into our teaching
- Establish strong links between home, school and community
- Endeavour to reach our full potential and celebrate our achievements
- Care for, encourage and respect each other
- Support each other to stay safe, healthy and make a positive contribution to our world.

Our school is a place where every person has the right to be themselves and to belong and learn in a safe and happy environment. Everyone at our school is equal and treats each other with respect and kindness. We do not tolerate bullying.

Remote learning policy

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. Roles and responsibilities

- Headteacher – strategic overview of the plan
- Assistant Head for curriculum to oversee the learning that is being set
- Assistant Head for assessment to oversee the links to progress and attainment
- Pupil Welfare Officer to oversee parental concerns and access issues
- Administrator to over technical issue regarding the platform being used in collaboration with OneIT

2.1 Teachers

When providing remote learning, teachers must be available between 8.40am and 3.10pm (unless it is their PPA or unless they work part – time – their part-time equivalent would stand.)

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 and parents/carers will be informed of the changes to remote learning if necessary.

When providing remote learning, teachers are responsible for:

Safeguarding

Teachers should only upload content that relates to learning.

Teachers should not contact any pupil personally through the Teams forums (chat, phone call, via their personal email or any other method available on there.)

Teachers should only see pupils on Teams if they are 'live' teaching and have invited the pupils to the live lesson via the invite option (the child's Teams email).

Report any safeguarding concerns to a Designated Safeguarding Lead.

Setting the home learning:

School will use the **Microsoft Teams** platform to ensure children's learning can be accessed, even when there is disruption. This can be downloaded as an app and can be used to upload work, receive work and to host meetings (lessons) via a laptop, PC, tablet or phone. When hosting a meeting (lesson) professional standards are expected to be maintained throughout. If for any reason staff need to 'leave' the meeting, the camera and microphone need to be turned off.

Scenario 1: Home Learning (when children have to self-isolate, but their teacher and peers are still in school).

Pupils to be given their own log in details in their Home Learning book, which will be sent home and is to be kept at home.

Lessons and learning to match what the rest of the class are learning in school.

Teachers to inform school administrator of any pupils who are self-isolating and ask for a text to be sent home informing parents/carers that work can be accessed on Teams. Parents/carers have separate information instructing them how to access this.

Scenario 2: Home Teaching (when staff have to self-isolate, the class is still in school, but the staff member is well – not on sickness absence).

Setting up a lesson:

Liaise with the adult, who will be present in the classroom during the learning, prior to the lesson, so that all necessary resources are prepared.

'Live teaching' is a requirement - this can be pre-recorded. The 'live' element of the lesson must include at least an input and plenary.

Open Microsoft Teams.

Schedule the lesson by clicking on the Calendar (send invite to adult who will be in the classroom for the learning).

Ensure the teacher joins/starts the meeting a couple of minutes before the class need to.

Inform pupils the length of the lesson/the organisation of the lesson, straight away.

All pupils to be muted by remote teacher, then unmute when child indicates they want to respond.

Teacher to ensure that they set up in a place at home which shows they are aware of all safeguarding requirements.

Choose a neutral/appropriate background.

Maintain professional standards and conduct throughout the lesson.

At the end of the lesson, ensure the meeting is ended correctly (camera off, mic off.)

Scenario 3: Home Teaching (when staff and children in the class have to self-isolate and the teacher is well. Bubble closure).

Setting up a lesson:

‘Live teaching’ is a requirement - this can be pre-recorded. The ‘live’ element of the lesson must include at least an input and plenary.

(The lessons can include videos produced by Oak National Academy. BBC Bitesize, etc and should be taken from the MTPs saved in SharePoint <https://www.thenational.academy/> but at least an introduction and plenary need to be live or pre-recorded.

Open Microsoft Teams.

Schedule the lesson by clicking on the Calendar and ‘invite’ all pupils in the class.

Ensure the teacher joins/starts the meeting a couple of minutes before the class need to.

Inform pupils/parents/carers the length of the lesson/the organisation of the lesson, straight away.

All pupils to be muted by teacher, then unmuted when a pupil wants to share something.

Teacher to ensure that they set up in a place at home which shows they are aware of all safeguarding requirements.

If LAC are in the class, parents/carers know to have the video off. Parents are carers have separate information that instructs them to turn the camera off if children are not allowed to be on it.

Choose a neutral/appropriate background.

Maintain professional standards and conduct throughout the lesson.

At the end of the lesson, ensure the meeting is ended correctly (camera off, mic off.)

➤ Providing feedback on work – cover details like:

In all 3 scenarios, teachers will give feedback on the work. Scenario 1, via Teams. Scenario 2, via face to face praise and marking of work afterwards (when back in school). Scenario 3, face to face over Teams platform and any requested work submission.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available for usual working hours/working pattern.

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:

- Taking direction from class teacher regarding their participation in the home learning (scenario 3) or the class role (scenario 2).

- Ensure professional standards are met through the duration of the live lesson (scenario 2 and 3.)

Safeguarding

Teaching Assistants (if directed by teachers) should only upload content that relates to learning.

Teaching Assistants should not contact any pupil personally through the Teams forums (chat, phone call, via their personal email or any other method available on there.)

Teaching Assistants should only see pupils on Teams if they are 'live' teaching alongside the teacher.

Report any safeguarding concerns to a Designated Safeguarding Lead.

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

Insert details, such as:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- 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 being set an appropriate distance away from each other
- 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 – explain how they'll do this, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents/carers

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Apply appropriate procedures if any safeguarding concerns are reported.

2.5 Designated safeguarding lead

The DSL is responsible for:

St Marks Church of England School has appointed Deborah Hindson, to be our Designated Safeguarding Lead. This person has the overall responsibility for safeguarding and Child Protection and has the appropriate authority and training to undertake such a role and is able to provide advice and support to other staff on child welfare and child protection matters. This person is able to take part in strategy discussions and inter agency meetings and to support other trained staff to do so as well as contribute to the assessment of children. In addition, Lisa Connor, Debbie Carr and Pat Thornton are part of the safeguarding team. These individuals are trained to the same standard as the Designated Safeguarding Lead. Whilst the activities of the Designated Safeguarding Lead can be delegated to appropriately trained deputies the ultimate LEAD RESPONSIBILITY for child protection will not be delegated and remains with the Designated Safeguarding Lead.

2.6 IT staff

One IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents/carers with any technical issues they're experiencing
- 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
- Ensuring safeguarding policies are applied

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although 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
- Alert teachers if they're not able to complete work
- Ensure they only use the Teams platform for completing and uploading work and as a participant in live lessons, as requested

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/carers towards if they're struggling, include those here
- Be respectful when making any complaints or concerns known to staff
- Ensure their children only use the Teams platform for completing and uploading work and as a participant in live lessons, as requested
- Monitor children's use of the Teams platform regularly and report any issues to school
- Report any safeguarding concerns to the Headteacher

2.8 Local Area board (LAB)

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
- Ensure Safeguarding measures are in place on the Teams platform
- Ensure they are made aware of any safeguarding concerns relating to the Teams platform

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 SLT in the first instance
- Issues with behaviour – talk to Team Leader in the first instance
- Issues with IT – talk to IT staff (One IT) if it cannot be solved at school level
- Issues with their own workload or wellbeing – talk to their Team Leader
- Concerns about data protection – talk to the data protection officer (Karen Craigie at Pentland)
- Concerns about safeguarding – talk to the Designated Safeguarding Lead (s)

4. Data protection

4.1 Accessing personal data

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

- Have access to children's email, only to set work and send out invites to the remote lesson(s)
- Use school laptop/resources to access remote learning.

- Use own laptop/resources where school cannot provide school ones.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as children's email to invite them to Teams remote learning (lesson). 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 is locked if left unattended for a period of time
- Making sure the device locks automatically if left inactive for a period of time
- Not sharing the device among family or friends
- Installing antivirus and anti-spyware software (see ONEIT)
- Keeping operating systems up to date – always install the latest updates

5. Safeguarding

Child Protection Policy including any addendum

6. Monitoring arrangements

This policy will be reviewed when any updates are made or annually, whichever comes first

7. Links with other policies

This policy is linked to our:

- Behaviour policy and addendum
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy

- Online safety policy
- Parent protocol for remote learning
- Staff protocol for remote learning