

Mersea Island School



Remote learning policy

Approved by:
Curriculum Committee

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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. Roles and responsibilities

Teachers – will be responsible for planning, delivering learning and providing feedback to pupils on work completed. They will also maintain communication with pupils and parents via a class email system.

Support staff – will be assigned to a class or year group and will be responsible for supporting the learning of pupils. They will monitor engagement in remote learning within the Google Meet sessions and will provide targeted follow up sessions to identified individuals and groups. This may include delivering targeted intervention remotely, listening to readers or providing follow up support, for individuals or small groups, following teacher input.

Pastoral lead – will be responsible for making regular contact with pupils and families to provide social and emotional support to those identified as in need and those for whom it becomes apparent would benefit.

Inclusion Manager – will be responsible for making regular contact with all parents of pupils with EHCPs.

There will also be regular check-ins with teachers and support staff to ensure provision is tailored appropriately and any additional support is in place, regarding interventions and pastoral support.

Designated Safeguarding Leaders – will ensure all processes and procedures are being followed by all staff. Any safeguarding concerns are recorded and processed swiftly and feedback given to referring members of staff. DSLs will also liaise with professionals and engage in meetings, essential to the wellbeing and safeguarding of pupils and their families.

Senior Leadership Team – will ensure expectations are communicated effectively to staff, parents and pupils.

Will monitor engagement levels with remote learning and take on board feedback from staff, parents and pupils in order to make improvements or necessary changes.

Senior Leaders will also arrange drop in sessions for staff to address any technical issues or questions.

2.1 Teachers

When providing remote learning, teachers must be available between 8.40am and 3.15pm

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:

➤ Planning and setting work –

- For those pupils who are at home, in line with in school curriculum coverage.
- Providing a daily quality input for English and maths, along with a feedback and celebration session towards the end of the day.
- Clearly communicating daily expectations regarding Foundation subjects, reading and learning of times tables facts.
- Clearly explain how and where pupils should record their work.
- Supporting pupils in accessing the work by working collaboratively with pupils, parents and those support staff who are assigned to assist with learning.

➤ Providing feedback on work

- Clearly explain to pupils how they should submit their work for marking.
- Make sure the pupils know how feedback will be provided and how they should respond to it.
- Provide pupils with clear guidance on what they have done well and what they can do next to improve.

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

- Teachers are expected to work closely with the assigned member or members of support staff to monitor daily pupil engagement in Google Meet sessions and the completion of remote learning tasks.
- Clear procedures are in place to ensure safeguarding and welfare checks take place if no contact has been made with a pupil/family within 24hours.
- Teachers are able to maintain excellent communication with parents through the use of the class email account. Teachers are able to respond to emails within the working day but are not expected to respond beyond sensible working hours, over the weekend or during holiday periods. This is communicated to parents.
- Any complaints or concerns which the teacher does not feel able to resolve or address, should be escalated to the Headteacher or Deputy Headteacher. Any safeguarding concerns should always be raised immediately to one of the DSLs, following the school safeguarding procedures.
- If a teacher or member of support staff is struggling to engage a child in the remote learning, they will share their concerns with the Headteacher or Deputy Headteacher so that steps can be taken to put any support in place for the family, to enable them to engage.

➤ Attending virtual meetings with staff, parents and pupils

- Staff are expected to dress professionally.
- Staff will position themselves in a suitable position to ensure there is nothing inappropriate in the background.
- Virtual meeting etiquette will be shared with all those engaging in meetings.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.30am and 3pm

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

- Attending Google Meet sessions to assist the teacher with monitoring attendance and engagement.
- Provide follow up telephone conversations with parents of pupils not engaging to provide any support to help them access online sessions.
- Attending virtual meetings with teachers, parents and pupils
 - Staff are expected to dress professionally.
 - Staff will position themselves in a suitable position to ensure there is nothing inappropriate in the background.
 - Virtual meeting etiquette will be shared with all those engaging in meetings.

2.3 Subject leads and those staff with specific posts

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning.
- Working with teachers teaching their subject remotely, offering support 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.
- Monitoring the remote work set by teachers in their subject – gaining an overview of coverage from class teachers/year group staff so that future planning can be tailored to address any gaps or missed learning.
- 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.
- Supporting pupils and families with access to devices.
- Monitoring the effectiveness of remote learning through regular meetings with teachers and support staff. By gaining pupil and parent feedback.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

2.5 Designated safeguarding Leads

The DSLs in our school are:

Mrs T Wright

Miss S Poole

Mrs L Williamson

Mrs R Ward

Mrs T Gibbons

They are responsible for ensuring all safeguarding concerns are followed up swiftly and the necessary support, reporting, signposting and welfare checks are actioned to safeguard all pupils.

The DSLs are also responsible for reviewing safeguarding files, liaising with families and external agencies to ensure all necessary safeguarding is in place where concerns have been identified.

2.6 IT staff

IT staff are responsible for:

- › Supporting staff and pupils with technical issues with devices and systems used to set and collect work.
- › Setting up devices to enable staff and pupils to work remotely.
- › Helping staff and parents with any training or support with the online platforms being used.
- › 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.
- › To offer technical advice, where appropriate, in the purchasing of new equipment.

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- › Be contactable during the school day – although consider they may not always be in front of a device the entire time
- › Complete work within a reasonable amount of time, showing understanding and flexibility where necessary.
- › Seek help if they need it, from teachers or teaching assistants
- › Alert teachers if they're not able to complete work – parents can do this using the class email account so that additional support can be put in place.

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.
- › Try their best to engage with remote learning and support their child to complete tasks.
- › 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 remote learning systems are appropriately secure, for both data protection and safeguarding reasons.
- › Monitoring the wellbeing of staff.

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 the relevant subject lead or Inclusion Manager.
- › Issues with behaviour – talk to the Headteacher or Deputy Headteacher.
- › Issues with IT – report to IT support.
- › Issues with their own workload or wellbeing – talk to the Headteacher or Deputy Headteacher.
- › Concerns about data protection – talk to the data protection officer (Miss S Jay).
- › Concerns about safeguarding – talk to the DSL (Mrs Wright).

4. Data protection

4.1 Accessing personal data

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

- Ensure they only access data which is password protected.
- Not store personal data on a personal device
- Not share data with anyone who is not authorised to view it.
- Maintain confidentiality at all times.
- Follow GDPR guidelines.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals will not 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.

IT support will also support this by ensuring passwords are changed at regular intervals and that updates are rolled out in a timely manner.

5. Safeguarding

Safeguarding will continue to remain our first priority. Our school Child Protection Policy will be followed, including the additional measures during school closure.

6. Monitoring arrangements

This policy will be reviewed annually, more often where it is felt changes are necessary, by the Senior Leadership Team and approved by the Curriculum Committee.

7. Links with other policies

This policy is linked to our:

- Behaviour policy

- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy