



## **Diocese of Gloucester Academies Trust**

Remote Home Learning Policy for use during COVID-19

**Approved by:** Heather Francis **Date:** 23.9.20

**Last reviewed on:** 23.9.20

**Next review due by:** September 2021

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## **I. Aims**

This is an adaptable remote learning policy for staff which aims to clarify expectations and safeguards for staff working remotely currently. DGAT does not expect its staff to be leading new learning at this time via online platforms, especially not from their homes. This does not mean online platform cannot be used to share work with pupils at home as long as the all schools are following the latest safeguarding guidance.

In line with advice and guidance from the DFE, a range of work will be planned that can be completed both online and offline and takes into account the class teachers knowledge of the children's ability as well as taking into account our knowledge that not every child will have access to technology at this time. We also, recognise that parents cannot be expected to become teachers, particularly when many have their own work to undertake.

At Whiteshill Primary School work for pupils during this exceptional time will be set via email.

The key aims are:

- 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

## **2. Roles and responsibilities**

### **2.1 Teachers**

Teachers are responsible for:

- Setting work
  - For all children they would normally be teaching in the school day, who are self-isolating or are at home due to a local lockdown, school closure or self-isolation of a class bubble.
  - In line with all the subjects which would have been taught in school on the day the child was not in school.
  - At the end of each school day from the first day of absence, to be sent out ready for the following morning.
  - By completing a cover letter and uploading work to the shared school OneDrive for those in self-isolation and by uploading work and videos to the school website class area during a local lockdown or school closure.
  - That can be sent home offline if there is limited access to devices.
- Providing feedback on work
  - That has been sent back daily via email or on the child's return if the work has not been completed online for those self-isolating whilst the rest of their class is in school.
  - That has been sent in daily via Class Dojo during set times in accordance with the class timetable for remote learning.
- Keeping in touch with pupils and parents
  - Regular contact will be made by office staff throughout the self-isolation period to check in on testing status and general wellbeing. Teachers will make contact via phone on a weekly basis if the child is off school for more than one week to check in on work and general wellbeing.

Any phone contact will be done in school with another member of staff present. During a local lockdown, school closure or self-isolation of a class bubble. Phone calls will be made by members of staff in school, not by the teacher if they are self-isolating at home.

- All emails will be sent using school email addresses and only be sent to the email address we have on record for that child's parents/carers. If an email is received from another address, the child's email address we have on record will be CC'd into the reply to ensure the parent/carer is aware.
- Emails should only be answered between the hours of 9 – 5 each day. Phone calls will only take place whilst the staff member is in school e.g. between 9 – 5 on their working days.
- Any complaints or concerns shared by parents and pupils through this communication, should be immediately shared with the Headteacher. For safeguarding concerns – see the section below.
- Failure of children to complete work should be investigated, starting with discussion with the parents about the reasons why. Any problems that can be solved should be e.g. access to materials, lack of understanding around a lesson, and if the child still does not complete work, the Headteacher must be made aware.
- During a full lockdown, contact with children will be made via weekly zoom calls for each class. Any children not attending will be found bi-weekly as long as communication through Class Dojo has been made in the meantime.
- Any pupils not engaging with teachers through Class Dojo will be followed up via phone call in accordance with the statements above.

➤ Attending virtual meetings with staff and external agencies, parents, and pupils:

- Dress code – professional work attire.
- Only in school in a private area with a closed door, avoiding background noise and with a plain background where possible.

## 2.2 Teaching assistants

Teaching assistants are responsible for:

➤ Supporting pupils with learning remotely

- By adapting and amending work to enable SEND pupils to access learning remotely in line with EHCP and MyPlans in class.
- Preparing and printing work in school for home learning packs to be collected.

➤ Attending virtual meetings with teachers, parents, and pupils

- Dress code – professional work attire.
- Only in school in a private area with a closed door, avoiding background noise and with a plain background where possible.

## 2.3 Subject leaders, including the SENDCO

Alongside their teaching responsibilities, as outlined above, 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 to make sure work set is appropriate and consistent with schools plans and expectations.

- › Working with other subject leads and senior leaders to make sure work set across subjects is appropriate and consistent.
- › Monitoring the work set by teachers in their subject.
- › Alerting teachers to resources they can use to teach their subject,
- › Reviewing and amending long term plans.

## 2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- › Coordinating the remote learning approach across the school.
- › Ensuring that all pupils, including PP and SEND pupils, can access learning set and that arrangements are in place to oversee and monitor equality of opportunity.
- › Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set and monitoring contact with parents and pupils.
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## 2.5 Designated safeguarding lead

The DSL is responsible for:

Ensuring that all within the school follow the Trust safeguarding policy including the latest amendment's and communicate any changes to this guidance. Especially if an online presence is delivered. Please see the link below for latest guidance and advice.

<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

## 2.6 Pupils and parents

Staff can expect pupils to:

- › Complete all work set and send it back to school via email daily or in person on return to school if email correspondence is not possible, or via Class Dojo in the event of full class or school lockdown.
- › On the first day of absence, use the Oak National Academy subjects page to source work for their child in line with year group expectations.
- › Seek help if they need it, from teachers via email or Class Dojo daily or through the school office if needed.
- › Alert teachers if they are not able to complete work via email, Class Dojo or phone call.

Staff can expect parents to:

- › Make the school aware if their child is sick or otherwise cannot complete work
- › Seek help from the school if they need it
- › Be respectful when making any complaints or concerns known to staff

School will ensure that parents are kept updated with the DFE guidance and advice for supporting pupils at home through <https://www.gov.uk/guidance/help-primary-school-children-continue-their-education-during-coronavirus-covid-19> for Primary pupils,

<https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19> for SEND pupils

## 2.7 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 or Headteacher.
- Issues with behaviour – talk to the Headteacher
- Issues with their own workload or wellbeing – talk to the Headteacher
- Concerns about data protection – talk to the HT
- Concerns about safeguarding – talk to the DSL

## 4. Data protection

### 4.1 Accessing personal data

When accessing personal data, all staff members will:

- Use their private Scholar Pack login to access pupil's information
- Use their private office 365 login to store and access documents
- Only use school devices e.g. laptop, ipads to access school emails and documents. They will not use their own personal devices e.g. mobile phones.
- Use their school login to access Class Dojo.

### 4.2 Sharing personal data

Staff members may need to collect and/or share personal data such as email addresses, phone numbers etc as part of the remote learning system. Such collection of personal data applies to our functions as a school and does not 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
- 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**

All staff should be following the current Trust safeguarding policy and amendments. DSL's will communicate all updates to the school community. It remains the responsibility of every staff member during this time to take responsibility to stay updated with the latest advice and guidance for safeguarding. Safeguarding policy and the COVID 19 appendix are to be found on the school website policies page.

## **6. Monitoring arrangements**

This policy will be reviewed regularly throughout this period. At every review, it will be approved by the Headteacher and the LGB.

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

This policy is linked to our:

- Safeguarding Policy and coronavirus addendum to this policy
- Behaviour Policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Email and Internet policy
- DGAT code of conduct
- DGAT working at home guidance