

# Church Hill Infant School

## Remote learning policy

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<b>Signed - Chair of LAB</b>		

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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

### 2.1 Teachers

When providing remote learning, teachers must be available between 8.45 and 3.30

Staff will work from the school site to provide remote learning.

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 – see staff handbook.

When providing remote learning, teachers are responsible for:

- Setting work:
  - For their own class and any classes requested by the head teacher
  - The teacher will provide set work to lessons each day – English, Maths, Phonics and a foundation subject. An individual reading book will also be preassigned for each child.
  - The online platform Seesaw will be used to upload tasks, WAGGOLS, teacher videos, explanations, and helpful parent PowerPoints. Worksheets will be kept to minimum.
  - The teacher will hold one short video call each day to have face to face time with pupils. An additional member of staff must be on the live call.  
8.45 – Virtual register/ run through of the day and direction to activities on Seesaw on MS Teams  
3.00 – Class Story (this may be pre-recorded) and/or celebration of work and achievements
  - The work will be preassigned and ready at 9am each day to access on Seesaw
  - Work will be uploaded onto Seesaw for classes but can be shared within a cohort.
  - In cases of limited access to devices/access to the internet; alternative solutions will be discussed on a case by case basis. Parents must contact the school in the first instance.

➤ Providing feedback on work:

- Pupils/parents will be able to use the feedback tool on seesaw. Photos of work can be uploaded for individual parent/ child feedback.
- Teachers and teaching assistants will provide feedback
- Feedback can happen between 9am and 4.30pm each day but will usually happen at the end of the teaching day – 3pm – 4.30pm. Feedback will not be given after 4.30pm.

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

- Staff will make regular contact through face to face sessions and emails. If a pupil isn't accessing the virtual platforms the teacher will make a telephone call in the first instance.
- All telephone calls will be logged
- Daily registers are taken and logged- absent pupils will be followed up with a telephone call.
- Teachers aren't expected to answer queries after 4.30pm
- Any complaints should be shared with the head teacher or DHT via telephone call.
- Any safeguarding concerns must be discussed via telephone with the DSL/DDSL and logged on CPOMs.
- If a child fails to complete work the teacher must call the family to offer support and find a solution to support the family/child. Engagement with daily home learning will be monitored and where pupils do not engage or complete work set on a daily basis, school may consult with other agencies and/or the Trust.

➤ Attending virtual meetings with staff, parents and pupils:

- Professional attire should always be worn in line with the school code of conduct – see staff handbook
- Ensure the background is appropriate and neutral (no visible pictures of family members)

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.30 and 3.30.

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 – see staff handbook.

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

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

- Class teachers will direct TAs regarding preparing work for specific pupils and groups
- Class teachers will direct TAs regarding feedback work for specific pupils
- TAs will attend the face to face daily meeting as the second adult
- TAs will take notes and raise any concerns including those relating to attendance, safeguarding or wellbeing with the class teacher.

➤ Attending virtual meetings with teachers, parents and pupils – cover details like:

- Professional attire should always be worn in line with the school code of conduct – see staff handbook
- Ensure the background is appropriate and neutral (no visible pictures of family members)

## 2.3 Subject leads

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 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
- Monitoring the remote work set by teachers in their subject – through regular meetings with teachers or by 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
- Monitoring the effectiveness of remote learning –through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection, safeguarding considerations, encryption, anti-virus and anti-spyware software and update operating systems
- Supporting colleagues as required in the set up and running of home learning
- Provide an outline plan / model of how Remote Learning will work

## 2.5 Designated safeguarding lead

See safeguarding policy and COVID 19 Addendum

## 2.6 IT staff – via Primary World

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
- 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 – although consider they may not always be in front of a device the entire time or have individual access to IT if sharing devices within a household
- 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

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 with all forms of communication

## **2.8 Local Advisory Board**

The LAB 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:

Here are some suggested issues and the most likely points of contact:

- Issues in setting work – talk to Phase Lead
- Issues with behaviour – talk to the HT
- Issues with IT – talk to Primary World/M Bulsara
- Issues with their own workload or wellbeing – talk to M Bulsara/ C Elliott
- Concerns about data protection – talk to the data protection officer (M Bulsara in the first instance)
- Concerns about safeguarding – talk to the DSL/DDSL

## **4. Data protection**

### **4.1 Accessing personal data**

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

- Access personal data via CPOMs and secure login to Microsoft teams
- Use devices provided by the school (see Acceptable Use Policy)

### **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 won't need to give permission for this to happen. Information will only be shared when a decision to close a bubble is made. Information shared will be password protected and accessed through the school's secure drive.

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:

- All use of IT must be done in line with the Trust's Acceptable Use of IT Policy
- 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

## **5. Safeguarding**

See latest KCSIE 2020 and Trust safeguarding policy with COVID addendum on the school website

## **6. Monitoring arrangements**

This policy will be reviewed every 2 years or sooner if the landscape changes by Meera Bulsara. It will be approved by Local Governing Board.

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

This policy is linked to our:

- Behaviour policy
- Safeguarding policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy
- Virtual face to face (teams) Risk assessment

### **7.1 Support for staff**

Appendix 1 outlines guidance on how to use Microsoft Teams



## **Appendix 2 – use of Microsoft Teams guidance** - (Trust Agreed Platform)

### **Chat Function In Teams:**

- Decide whether you'll let pupils use chat in Microsoft Teams. It can be a very useful tool for communication for learning but please also be aware that it could lead to bullying, or be a distraction from learning.
- If you wish to disable chat for pupils, you need to create a '[messaging policy](#)' in Teams and then assign it to pupils.
  - First, create your new messaging policy:
    1. Log in to the Microsoft Teams [admin centre](#)
    2. Click 'Messaging policies' on the left-hand side
    3. Click 'New policy' and give it a name (e.g. 'Disable chat')
    4. Select the 'Chat' setting, and turn it off
    5. Click 'Save'
  - Then, assign this policy to pupils:
    1. Log in to the admin centre
    2. Click 'Messaging policies' on the left-hand side
    3. Click on the policy you've just made, then 'Manage users'
    4. Search for the user you want to add, click on their name, and then click 'Add'
    5. Repeat step 4 until you've added all of your pupils
    6. Click 'Save'

### **General Conduct/Use:**

- Sit against a neutral background – [Change your Background in Microsoft Teams](#) this link provides step by step guidance on how to change the background
- Avoid recording in your bedroom where possible (if that's not possible, use a neutral background)
- Dress like you would for school – no pyjamas!
- Double check that any other tabs you have open in your browser would be appropriate for a pupil to see, if you are sharing your screen
- Use professional language
- Ask pupils to also be in a shared space in their house, rather than in their bedroom. No pyjamas for pupils either! Alternatively, you could ask them to turn their cameras off.
- Ask parents who'll also be there to be mindful that other children might see or hear them and anything in the background.

### **Recording in Microsoft Teams:**

- Make a recording so there's something to go back to later on if you need to, and keep a log of who's doing video calls and when. Check that parents are happy with you making recordings first – tell them it's for school records only.
- To [record](#) in Microsoft Teams:
  1. In the meeting, click 'More options' (the 3 dots) > 'Start recording'
  2. Wait for the recording to start (you'll get a notification saying 'Recording has started')
  3. When you finish, click 'More options' > 'Stop recording'
  4. Wait for the recording to be saved in Microsoft Stream (whoever started the recording will get an email notification when it's ready to watch)
- If you're using Microsoft Teams for live streams
- To [record](#) a live event in Teams, check the 'Recording available to producers and presenters' setting when you schedule your live stream. You can make the recording available for pupils too, by checking 'Recording available to attendees'. The recording will be available for 180 days after the event ends.
- To disable chat for pupils, uncheck the 'Q&A' setting when you schedule your live stream.