

# Remote Education Support Policy

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Ratified				
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## **CONTENTS**

- 1. Aims**
- 2. Roles and responsibilities**
- 3. Who to contact**
- 4. Data protection**
- 5. Safeguarding**
- 6. Monitoring arrangements**
- 7. Links with other policies**

### **Appendix:**

- 1. Remote Education Support bubble closure procedure checklist**

*Remote education involves any learning that happens outside of the classroom, with the teacher not present in the same location as the pupils.*

Woodloes Primary school will offer a mixture of synchronous (live lessons) and asynchronous education (where the material is prepared by the teacher and accessed by the pupil at a later date) in the event of partial and/or whole school closure.

## **1. Aims:**

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection
- Ensure sequential learning opportunities for pupils that build on prior knowledge and learning opportunities

## **2. Roles and Responsibilities**

### **2.1 Teachers**

When providing remote learning, teachers must be available between 9am – 3:30pm.

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.

Should a member of teaching staff be unable to work due to sickness, work will be set using the year group webpage on the school website by the parallel class teacher as soon as reasonably possible after notification of the bubble closure. 'Live lessons' via Teams will resume when possible.

When providing remote learning, teachers are responsible for:

- Setting work:
  - Teachers will set work for the pupils in their classes
  - The work set should follow the timetable detailed in the RES procedure checklist

- Work needs to be set by 9am of the day it is expected to be completed where advance notice of closure is available
- Teachers in all year groups will be setting work on Microsoft Teams

➤ Providing feedback on work:

- Feedback can be given in the form of: verbal discussion, online/written comments, interactive software (such as Accelerated Reader/Purple Mash
- Feedback should be constructive and form the sequential development of the learning
- Software with built in assessment tools including low stakes quizzing may be used to inform assessment

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

- If there is a concern around the level of engagement of a pupil/s parents should be contacted via phone to assess whether school intervention can assist engagement
- All parent/carer emails should come through the school admin account (admin5207@welearn365.com) or year group specific email accounts
- Any complaints or concerns shared by parents or pupils should be reported to a member of SLT – for any safeguarding concerns, refer immediately to one of the DSL team

## 2.2 Teaching assistants

Teaching assistants must be available between 9am – 3:30pm.

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.

During the school day, if working remotely, teaching assistants must complete the following tasks as directed by a member of the SLT.

- Attending virtual meetings with teachers
- Completing Professional Development tasks
- Completing statutory training

## **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 – to include evaluating the quality of remote learning tasks, links to curriculum, parent feedback questionnaires and staff wellbeing / requirements
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## **2.5 Designated safeguarding lead**

The DSL team is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

## **2.6 Remote IT support**

Remote IT support is available on request 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:

- Make daily contact via Teams and complete work to the deadline set by teachers
- Seek help if they need it, from teachers via year group email addresses and/or via Teams during live lessons
- Alert teachers if they're not able to complete work
- Contribute (when required) within live lessons

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 – in the first instance use the school website for instructional videos about using the services required. Contact with school should then be made if the problem cannot be solved in this way
- Be respectful when making any complaints or concerns known to staff

## **2.8 Governors**

The governors are 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:

- Issues in setting work / using Teams – Natalie Lyons / Sandy Wan (via Teams group)
- Issues with behaviour – a member of the Senior Leadership Team
- Issues with IT equipment – Sandy Wan or ICTDS helpdesk (quoting LTP- number from desktop)
- Issues with their own workload or wellbeing – a member of the Senior Leadership Team
- Concerns about data protection – a member of the Senior Leadership Team
- Concerns about safeguarding – a member of the DSL team

## **4. Data protection:**

### **4.1 Accessing personal data**

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

- Access to any pupil personal data to be done using the VLE (via the school website)
- If providing usernames and passwords via email – ensure passwords are sent in a separate email to usernames
- Staff should use CAT provided devices rather than their own personal devices

## **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.

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 – ICT support will ensure this is up-to-date.
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Keeping operating systems up to date – always install the latest updates

## **5. Safeguarding:**

To ensure the safety of staff and pupils during 'live lessons' each session should be screen recorded. These recordings will be automatically be securely stored within the Welearn365 servers and is encrypted. This is in line with Warwickshire safeguarding guidance.

Please see the Child Protection and Safeguarding Policy.

## **6. Monitoring arrangements:**

This policy will be reviewed annually. At every review, it will be presented to governors.

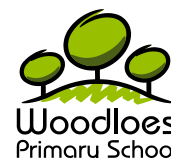
## **7. Links with other policies:**

This policy is linked to our:

- Behaviour policy
- Child protection and safeguarding policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy

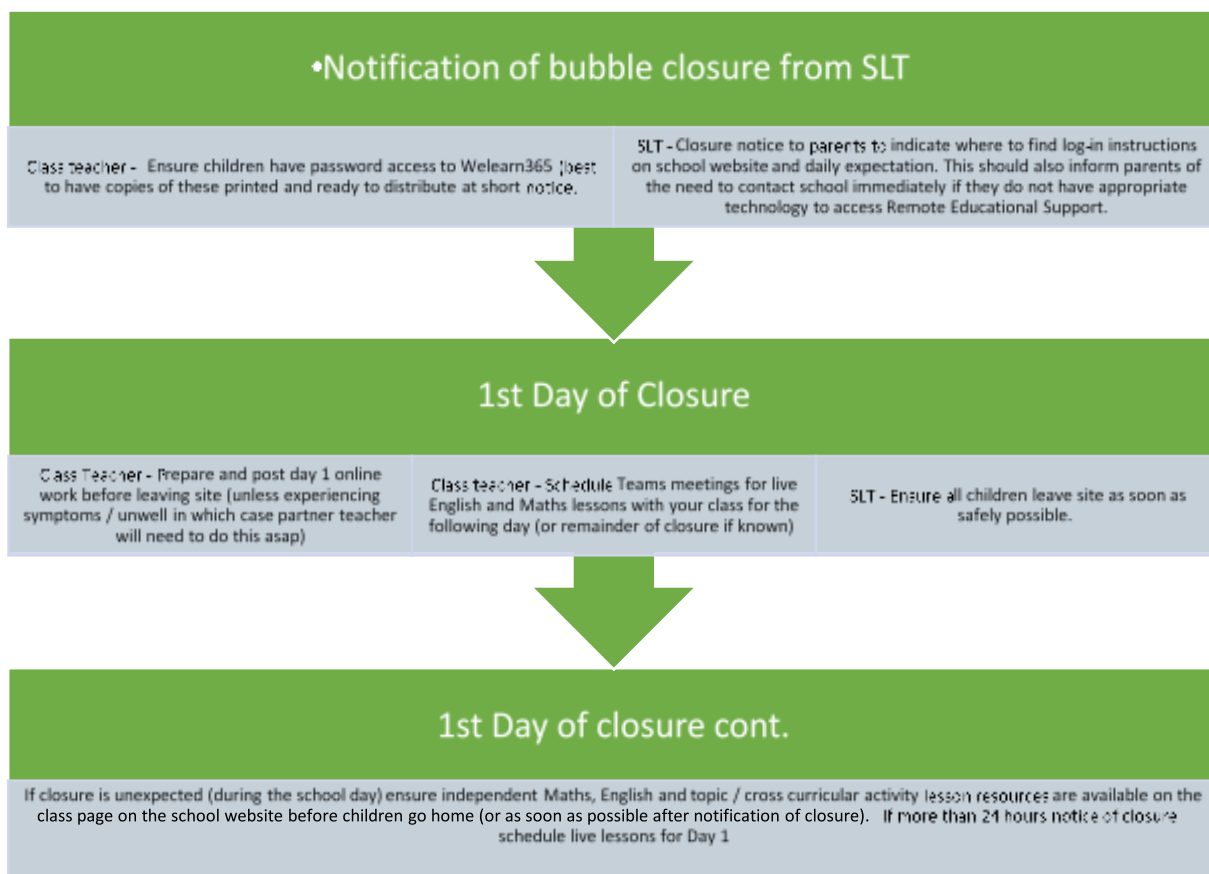
## Appendix:

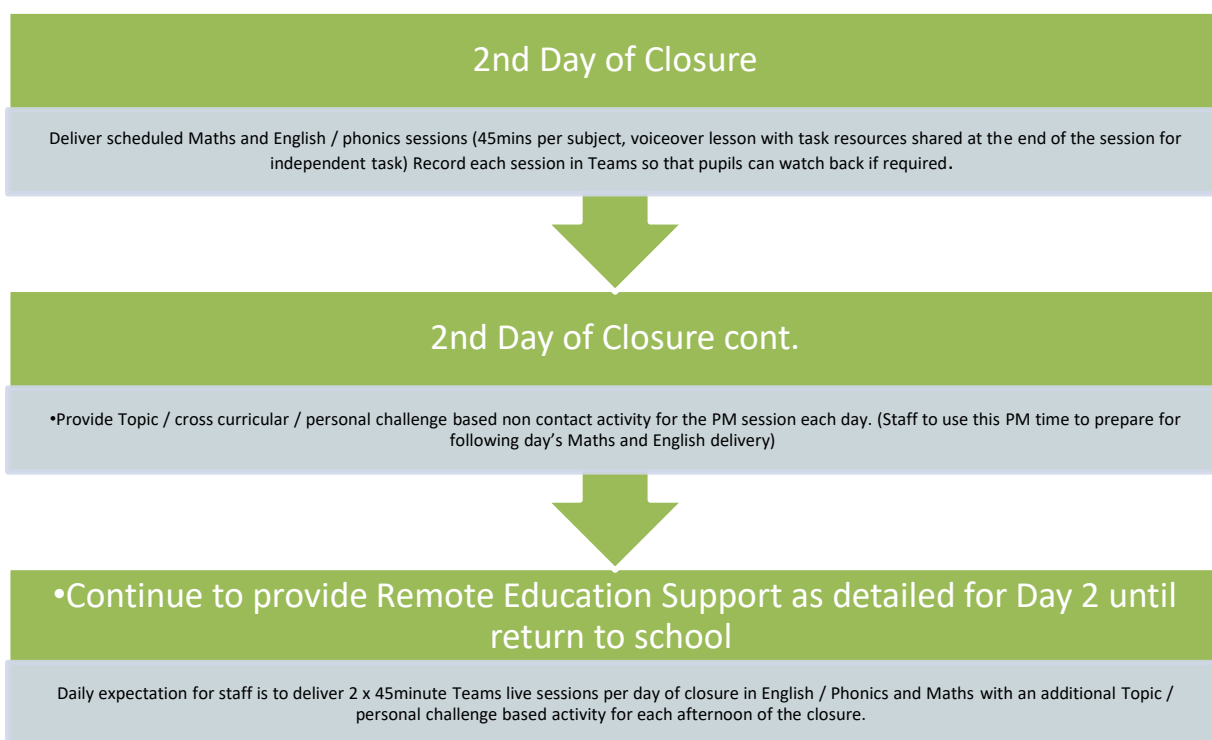
### 1. Remote Education Support bubble closure procedure checklist



#### Woodloes Primary School bubble closure Remote Educational Support procedure checklist

In advance of any closure please ensure that you are familiar with pupil password resetting on [manage.welearn365.com](https://manage.welearn365.com) (this can only be done when in school). Staff should take their laptops home each day in anticipation of a closure.





**Suggested daily expectation for pupils:**

**AM**

Check in on Teams and say hi

**Guided Reading** – (before daily English session) – First 15 -20 minutes of Live lesson 1 to be dedicated to reading discussion.

**English** (live lesson 1) First 15 minutes to focus on SPAG / Phonics followed by 25 minutes with teacher/ voice over presentation and 20 minutes completing independent task.

**Maths** (live lesson 2) (first 15 minutes multiplication / counting work) 25 minutes with teacher / voiceover presentation and 20 minute completing independent task.

**PM**

Personal challenge and or Topic / Science lesson as directed on school website / Teams Assignments.

In KS1 – pupils are expected to create a portfolio of handwritten work with photographs submitted via email

In KS2 - pupils are expected to save work on Teams / Assignments for assessment and feedback

