



The Colleton Primary School

Colleton Drive

Twyford

Berkshire

RG10 0AX

T (0118) 934 0530

F (0118) 934 4641

E admin@colleton.wokingham.sch.uk

www.colleton.wokingham.sch.uk

The Colleton Primary School

Remote learning policy

Approved by:	Curriculum Committee	Date: 17 th January 2022
---------------------	----------------------	--

Last reviewed on:	17 th January 2022
--------------------------	-------------------------------

Next review due by:	17 th January 2023
----------------------------	-------------------------------

Contents

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

1. Aims

At The Colleton Primary school we are keen to ensure that pupils have access to learning resources and support they need to be successful in their learning.

Through the implementation of this policy, we aim to ensure all stakeholders are clear on what remote provision will be offered and the responsibilities of all parties should there be a need for remote learning to be used.

This policy aims to:

- › Minimise the disruption to pupils' education and the delivery of the curriculum
- › Ensure provision is in place so that all pupils have access to high quality learning resources
- › 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
- › Protect pupils from risks associated with using devices connected to the internet
- › Ensure staff, parent and pupil data is not lost or misused
- › Ensure all pupils have the provision they need to complete their learning to the best of their ability and to remain happy, healthy and supported during any period of remote learning

2. Roles and responsibilities

School staff will:

- Adhere to this policy during periods of remote learning;
- Report any safeguarding incidents to the DSL asking for guidance as appropriate
- Take part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic software or equipment
- Report any dangers or potential dangers they identify, as well as any concerns they may have about remote learning to the Head teacher or their team leader
- Report any defects on school-owned equipment used for remote learning to a member of the computing team.

2.1 Teachers

When providing remote learning, teachers must be available in normal working hours.

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:

➤ Setting work:

- Teachers will provide input and work for pupils that is in line with the learning taking place in teams. Some of this will be offered with a live input/ streamed from school or home.
- If children need to self-isolate but are well enough to work then teaching staff will be responsible for planning which inputs are suitable to stream live and set up the appropriate meetings for those at home to access the input
- Teams will be used as the main platform for setting learning and communicating with those not in school
- The learning provided will match that set for those in school as much as possible
- Remote learning material need to be uploaded onto Teams by the end of the first day of isolation at the latest.
- work should be uploaded onto Teams in the correct team area ie MT work should be uploaded to MT team
- Planning will be completed in teaching teams to ensure consistency across reg groups and share workload
- Children with EHCPs or SEN will be provided with suitable materials for them to access with support at home that may differ from that set for the rest of the teaching group

➤ Providing feedback on work:

- Teachers will give feedback in different ways to pupils: This will depend on the subject and age and development of the child. Some learning may have answers provided so children can self correct with their family at home
- Children may upload their work or take photos of their work and upload them depending on the learning taking place. There will be folders within their Teams area to enable this
- Some children may prefer to bring paper copies back to school following their period of isolation
- Teachers can be expected to give feedback to completed remote learning, uploaded to Teams, around 2/3 times per week in a variety of formats. Children may receive feedback via their Feedback Document, the Posts section on their Teams channel, verbally during live lessons or through other forms of communication, such as phone calls and emails.



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

- If children are self isolating but well enough to access remote learning the school will provide daily opportunities to join some inputs so that regular contact is made with the teacher and class
- Teachers will communicate with families via the conversation part of Teams area. If children have any queries about their learning it should be posted there. Teachers will sometimes interact if appropriate with children during live lessons but are not always able to answer queries during a live lesson or their teaching day however they will respond as soon as they are in a position to do so after school. Sometimes it may be appropriate to arrange a follow up call via Teams or telephone
- In the instance of a complaint or concern shared by families or pupils accessing remote learning our complaints policy should be followed in the same way it would be if a child was accessing face to face education

- Children should all have their login details to access Teams. If for any reason they are unable to access Teams please contact the office via admin@colleton.wokingham.sch.uk to resolve any issues at the earliest opportunity
- Children need to be supervised during any live inputs by an adult in the same room
- Attending virtual meetings with staff, parents and pupils:
 - Dress code is the same as when in school
 - Teachers should have a neutral or blurred background if teaching from home and ensure that background noise and view from camera avoid anything inappropriate being shared on during the session.
 - Teachers streaming lessons from school will ensure there are no children seen in any parts of the lesson and that GDPR guidance is followed??

2.2 Teaching support staff

When assisting with remote learning, teaching support staff must be available in their working hours

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 by:
 - Joining live lessons to support the teacher and answer questions of children if necessary
 - Man the chat function during teaching sessions
 - Produce resources / record sessions for future use
 - Support children with reading/ interventions where appropriate
 - Attend drop in sessions with children where appropriate
- Attending virtual meetings with teachers, parents and pupils:
 - Dress code expectation is the same as when in school
 - Have a neutral background when meeting from home and ensure background noise and view from camera avoid anything inappropriate being seen or heard.

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
- Alerting teachers to resources they can use to teach their subject remotely

Alongside their other responsibilities the SENCO is responsible for:

- Supporting teachers and 1:1s in providing appropriate work for children with EHCP or high needs
- Monitoring the remote work set by teachers for those children

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school to ensure consistency of provision

- › Monitoring the effectiveness of remote learning – by regularly reviewing work set within teams and across school and seeking feedback from pupils and families
- › 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 appropriate safeguarding procedures are in place and adhered to. They are also responsible for investigating any safeguarding concerns raised by staff and families.

2.6 Computing Team

Computing team have oversight of our remote learning provision and are responsible for:

- › Ensuring that any IT issues are either resolved locally or via our IT support provider
- › Helping staff and parents with any technical issues they're experiencing or signposting them to the correct support
- › Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- › Supporting teachers to assist 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 at certain times—they may not always be on Teams
- › Complete work to the deadline set by teachers
- › Attend live inputs
- › Seek help if they need it, from teachers or teaching assistants
- › Alert teachers if they're not able to complete work
- › Continue to display our school values when participating on line

Staff can expect parents with children learning remotely to:

- › Make the school aware if their child is sick or otherwise can't complete work
- › Support their child accessing remote learning if needed
- › Seek help from the school if they need it
- › Be respectful when making any complaints or concerns known to staff
- › Be in the same room when children are accessing any live learning sessions

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.

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 their team leader or subject team
- › Issues with behaviour – talk to their team leader
- › Issues with IT – contact IT support
- › Issues with their own workload or wellbeing – talk to their line manager
- › Concerns about data protection – talk to the data protection officer
- › Concerns about safeguarding – talk to the DSL

4. Data protection

4.1 Accessing personal data

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

- › Only use their school email account and never use personal messaging systems
- › Use office 365 and Teams to store any school related data
- › Record any safeguarding concerns as per our safeguarding policy

4.2 Processing personal data

Staff members may need to collect and/or share parents personal data such as email addresses

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 need to be 14 characters long, with at least one capital letter, one symbol and one number – four unconnected words is suggested by national cyber security ie Fair£Fuel2Lump
- › 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

All staff members are responsible for safeguarding of children. If any concerns arise regarding safeguarding whilst using remote learning ie a child discloses or staff see or hear behaviours that concern them this will be reported immediately to the DSL.

5.1 Online safety Video and audio communication

All staff and pupils using video or audio communication i.e. Microsoft TEAMS meetings should comply with the following:

- All children will be taught how to log onto their Teams account;
- Teachers will be able to share their screens in order to provide frequent, clear explanations of new content;
- Whilst on calls, children must mute their microphones;
- Children will use the raise hand feature during a meeting when they want to speak if the whole class is self-isolating. This option will not be available during live lessons.
- Wear suitable clothing – this includes others in their household;
- Be situated in a suitable ‘public’ living area within the home with an appropriate background - ‘private’ living areas within the home, such as bedrooms, are not permitted during video communication;
- Maintain the standard of behaviour expected in school;
- Use appropriate language – this includes others in their household;
- Use the necessary equipment and computer programs as intended;
- Not record, store, or distribute video material without permission;
- Children will not set up their own personal Teams;
- Children will not share details of any other children’s names that they see on Teams.
- Teachers will record live inputs. These recordings will be removed from Teams at the end of the day.
- Pupils not using devices or software as intended may be removed from sessions

5.2 Parental Engagement

During the period of remote learning, the school and parents will work in partnership to:

- Be aware and reinforce the importance of children staying safe online – Parents should monitor children’s use of social media, you-tube and gaming to ensure E-safety for children whilst they are working from home.
- Encourage parents to set age-appropriate parental controls on devices and internet filters to block malicious websites.
- Ensure parents are aware of the expectation of remote learning for their child(ren)
- The school will direct parents to useful resources to help them keep their children safe online.
- The school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the school.

6. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the school or government. At every review it will be approved by SLT and reviewed annually by the Governing body.

7. Links with other policies

This policy is linked to our:

- › Behaviour policy
- › Child protection policy
- › E safety policy
- › Data protection policy and privacy notices
- › Home-school agreement

- ICT and internet acceptable use policy
- Online safety policy