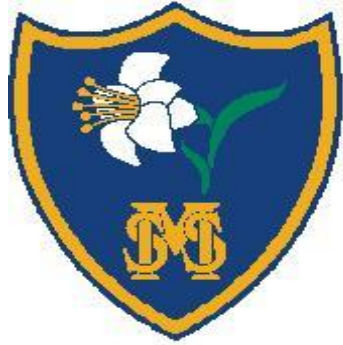


Haddenham St Mary's CE School



Remote Learning Policy

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 8.55am-4pm.

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 for their whole class or individuals that are self-isolating at home and are not attending school for this reason.
- Setting work that reflects the curriculum and timetable that would have been provided in school.
- Setting work on a daily basis.
- Setting a phonics, Maths and English lesson daily in KS1.
- Upload work to the Microsoft Remote Learning platform or to Tapestry in EYFS.
- Communicating with the parallel class teacher to ensure that consistency is achieved for those in or out of school.
- Ensure children with limited remote access are able to access work.

Providing feedback on work:

Teachers are responsible for providing feedback on work in working hours:

- They will access the completed work through the learning platform.
- They will share feedback with pupils through verbal or written forms.
- They will share feedback on a daily basis for pupils where possible.

Keeping in touch with pupils and parents who are not attending school:

- Teachers will make regular contact through email and if deemed necessary then phone calls.
- Teachers will only answer emails and make phone calls in school working hours.
- Teachers will let the Headteacher or Deputy Head know of any families or children causing concern or not engaging with work.

Teachers and staff will follow the appendix 1 protocol for attending virtual meetings with parents.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9-3.05 on their working days.

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:

- Support in giving feedback to pupils about their work
- Answering parental queries
- Making phone calls and staying in touch with pupils and families.

2.3 Senior leaders/SLT/Designated Safeguarding Leads

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school - K Collett will be the nominated member of staff for this.
- Monitoring the effectiveness of remote learning -through regular meetings with teachers and reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Assisting pupils and parents with accessing the internet or devices
- Reviewing remote learning systems and flagging any data protection breaches to the DPL-R Richardson.

2.4 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
- 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 using the appropriate channels of communication.

- Be respectful when making any complaints or concerns known to staff
- Abide by the home-school remote learning agreement (appendix 5b)

2.5 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. Data protection

3.1 Accessing personal data

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

- Only use their school based allocated device such as laptops, where possible staff will use these rather than their own personal devices.
- Only access personal data that the School Office holds by asking the School Office first and then communicating this by emailing.
- Not access personal data outside of the school remit.

3.2 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.

3.3 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

- Keeping operating systems up to date - always install the latest updates where you are permitted to or ask BITES to do this for you.
- Using an encrypted memory stick.

4. Safeguarding

Staff will follow the procedures laid out in the Child Protection Policy and the protocols set out in appendix 5a, 5b and 5c.

5. Appendices

Appendix 5a:

Haddenham St Mary's virtual meeting protocols for staff, parents and professionals

- Be punctual, join the meeting a couple of minutes beforehand to check the tech
- Be aware of your surroundings
- Be aware that other people might have unavoidable distractions
- Dress appropriately

- Mute your microphone when you're not talking
- Speak clearly
- Have your camera on where possible
- Maintain eye contact by looking into the camera
- Try not to interrupt others and use the chat/hands up function where possible to show that you want to talk

- If the meeting is being recorded gain consent of all participants
- If you share your screen to present, double check that other tabs and windows that are open are appropriate for the audience.

Appendix 5b:

HSM Covid-19 home-school remote learning agreement

Our school will:

- Provide remote learning that allows your child to access as much of the curriculum as possible
- Continue to nurture your child through regular contact to ensure that they are happy, safe and well
- Endeavour to support you with any technical difficulties that you may be experiencing
- Respond to any concerns you may have in a timely manner, within school hours
- Make alternative arrangements if your child can't access remote learning

I, as a parent/carer will:

- Do my best to support my child to complete any remote learning work set for them, and get in touch with the school if this won't be possible for any reason
- Ensure that any document uploaded by the teacher does not get moved to another location or edited
- Ensure that any queries I have regarding my child's academic tasks are directed to the class teacher within school hours
- Offer understanding and support to teachers who, as key workers, are continuing to provide care and routine for my child in these difficult circumstances
- Not utilise parent WhatsApp groups to provide a negative commentary of the school
- Only use the agreed channels to communicate with staff and ensure that my child does the same
- Monitor my child's use of Teams and what they are posting onto it
- Not compare HSM with other schools. All schools are operating under different circumstances.

I, as a Pupil of Haddenham St Mary's will:

- Do my best to complete the activities set for me by my teacher

Possible sanction for failure to comply with this agreement:

- Removal of access to Microsoft Teams for your child/children

A signature is not required for this document, the terms herein are confirmed by all parties upon receipt.

Appendix 5c:

Using virtual platforms to communicate with parents and pupils - protocols for HSM staff

Use school channels to communicate

- As always, staff shouldn't communicate with parents or pupils outside school channels (e.g., they shouldn't talk to parents using their personal Facebook accounts, or contact pupils using their personal email addresses or phone numbers).
- Staff will communicate with parents and pupils via phone, email or via Microsoft Teams.

If broadcasting live, or recording a lesson, staff should use the following:

- Record against a neutral background.
- Avoid recording in their bedroom if they can (if that's not possible, use a neutral background).
- Dress like they would for school.
- Double-check what other tabs they have open in their browser, if they're sharing their screen (e.g. no search results for adult content open in another tab).
- Use professional language.
- If staff have a personal account where they've created playlists, consider setting up a separate work account.

When using video links (where appropriate and possible):

- Set pupil videos to 'Unlisted' so that only people who have the link (e.g. parents who you've emailed) will be able to see the video.
- Set the audience as 'Made for kids', so that adverts won't appear at the start of the video, and comments will be disabled.

When teachers and TAs are phoning pupils and families:

- Contact through parents' phones, and in all cases make sure parents are aware and agree.
- Make the calls in school hours as much as possible.
- Have a parent there at the child's end and have the phone on speaker phone.
- Block your number number by dialling 141 before the phone number to protect their own privacy so parents don't see it (give parents a "heads up" of what time you'll be calling if blocking numbers, so they're more likely to pick up).
- Staff must make a note of the time and date they called a pupil/family.