

Remote/Home Learning Policy

Mount Pleasant School



DRAFT

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1. Aims

This remote learning policy aims to:

- 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.

2. Roles and responsibilities

- **Headteacher** and **Assistant headteacher** to provide pastoral support to children and families where needed.
- **SENCO** to ensure that teachers know how to suitably personalised learning to ensure SEND children have appropriate learning during a period of remote learning.

2.1 Teachers

Teachers 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 although staff are aware that due to Covid-19 staff must inform the headteacher by 10pm on the night before if unable to attend work the next day.

Teachers are responsible for:

- **Setting work:**
 - This work will be primarily for your class but may also be for the whole Key Stage; it should follow the long-term planning for the class.
 - A weekly timetable and guidance will be written ensuring there is daily reading, phonics, English, maths and a daily topic learning task. This guidance and work should be sent via the school office, so that paper packs to children and families can be sent out as soon as possible following a lockdown. Work will normally be sent home on a Monday.
 - A feedback and comments sheet will be provided at the front of the pack which should be returned to the school with the children's work. This enables children and parents to comment on work set and also ensures that feedback given by the teacher can be acted on.
 - Children/parents being asked to communicate via email to the school or school phone number if there are any difficulties.
 - Paper packs will need to be provided as the internet at MPC is not very stable.
 - Education City will be used to set personalised learning tasks for children.
 - Evidence Me will also be used in EYFS.
 - Tackling tables site will also be used for children in year 2 and above.

- 2 reading books and 1 library book will be sent home each week.
- A weekly whole class 'Teams' assembly will be established during the second week of any lockdown to check in with how the class is managing, read a story and to provide further guidance.
- The office will then ensure this work is uploaded to the school website as well as ensuring paper packs are ready to be collected.

➤ **Providing feedback on work:**

- Teachers are expected to provide feedback on work completed online (Education City), via email and by marking the completed paper pack of work giving specific feedback comments.
- Feedback for Education city work needs to be completed within 2 days.
- Feedback for paper packs, needs to be completed within 5 working days of receipt and returned to the family with comments.

➤ **Keeping in touch with pupils and parents**

- Teachers will maintain contact via school email or via a phone call using the school landline once a week with individual families beginning in the second week of any lockdown.
- There is no expectation for teachers to answer emails outside of working hours.
- Teachers receiving any requests, concerns or complaints should ensure that the headteacher and assistant headteacher are copied into your initial response, so that they can then address concerns if parents take this further.
- Report any safeguarding concerns to the headteacher who is also the DSL as soon as possible and on the day that the concern arises.
- Children who do not complete work set should be noted and this should be reported to the SLT, as there is an expectation that work set will be completed. This issue will then be addressed with the parents by the headteacher and or assistant headteacher.

➤ **Attending virtual meetings with staff, parents and pupils**

- Usual school clothes should be worn for any remote meeting as you are still upholding professional standards and school dress code applies.
- If holding a virtual meeting avoid areas with background noise, family members coming in and out and ensure there is nothing inappropriate in the background.

2.2 Learning Support Assistants

LSA's should be available between 8.30-3.30. If they are 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. Staff are aware that due to Covid-19 staff must inform the headteacher by 10pm on the night before if unable to attend work the next day. This is a change to the normal absence procedure.

Learning Support assistants are responsible for:

➤ **Supporting pupils with learning remotely**

- Ensuring SEND children have targeted work and children in any intervention group they run have appropriate work.
- By preparing a bank of resources under the direction of the class teacher for children in classes they support.

2.3 Subject leads

We have used the term subject lead including SENCO here to refer to anyone coordinating subject provision across the school.

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.
- › Working with other subject leads and senior leaders to make sure work set across subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other.
- › Monitoring the 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.

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- › Coordinating the remote learning approach across the school.
- › Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set including access reports for pupils using Education City and feedback from pupils and parents.
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

2.5 Designated safeguarding lead

The DSL is responsible for:

The Safeguarding policy that was updated in September 2020.

2.6 Pupils and parents

Staff can expect pupils to:

- › Be contactable during the required times – although consider they may not always be available immediately.
- › Complete work to the deadline set by teachers.
- › Seek help if they need it, from teachers via school email or a phone call to the school.
- › Alert teachers if they're not able to complete work.

Staff can expect parents 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 when making any requests, concerns or complaints known to staff.

2.7 School Governance Committee (SGC)

The SGC 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 or SENCO.

- › Issues with behaviour – talk to the headteacher or assistant headteacher.
- › Issues with their own workload or wellbeing – talk to the headteacher or assistant headteacher.
- › Concerns about safeguarding – talk to the DSL who is the headteacher.

4. Data protection

4.1 Accessing personal data

When accessing personal data, all staff members:

- › Can access the data, on a secure cloud service.
- › Should only use your school device and not personal devices.

4.2 Sharing personal data

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

Please see updated Safeguarding Policy updated and approved September 2020

6. Monitoring arrangements

This policy will be reviewed at least termly or sooner if any issues are identified by the Headteacher. At every review, the full governing board will approve it remotely.

7. Links with other policies

This policy is linked to our:

- › Behaviour policy.
- › Safeguarding policy.
- › Data protection policy and privacy notices.
- › ICT and internet acceptable use policy including online safety.