

Remote learning contingency policy

BURCHETTS GREEN INFANT SCHOOL

Approved by:	LGB	Date: 07/10/2020
Last reviewed on:	September 2020	
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Oxford Diocesan Schools Trust (ODST)

Registered Office: Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF

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Rationale

This policy will be enacted under the following circumstances

- In the case of a school closure due to a Local or National Lockdown
- In the case of a 'bubble' closure following the advice of Public Health England or the Department for Education
- For children on the second day of any enforced self-isolation related to Covid-19

1. Aims

This remote learning contingency 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

Each class teacher has the responsibility for ensuring appropriate learning is provided for the children in their classes. The Headteacher has the responsibility for monitoring and supporting this process. The SENDCO will support class teachers in providing learning opportunities for those children with Special Educational Needs. The Governing Body is responsible for ensuring the policy is put into practice.

2.1 Teachers

When providing remote learning, teachers must be available between 9am and 3pm on their normal 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 providing remote learning, teachers are responsible for:

Setting work

- For the children in their class at 9am every day
- At least three pieces of work each day (maths and English tasks will be allocated daily)
- Children's work should be completed and submitted by 4pm each day
- For children in Y1 and Y2 will have work set on **Seesaw** and this is where work should be submitted. Children/parents in Reception will use **Evidence me**
- Teachers will coordinate with colleagues via the usual communication routes (email and WhatsApp)
- For those children unable to access the work via technology, the headteacher will ensure work is delivered to the child's home by hand

Providing feedback on work

- Teachers will use **Seesaw** and **Evidence-me** to provide feedback on work submitted
- Teachers will feedback every day

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

- The main points of contact will be **Seesaw** and **Evidence-me**. We expect every child to log on every day unless they are unwell. Parents should follow the usual procedure for reporting absences
- Emails from parents should be directed to the class mailboxes. Teachers will respond to these emails within normal working hours. **Seesaw** and **Evidence-me** should be used to communicate messages regarding the work set
- Any complaints should be dealt with sensitively and referred to the Headteacher as necessary. Any safeguarding concerns should be referred to the Designated Safeguarding Lead or Deputy as soon as possible
- Any failure to complete work should be addressed via the parents and shared with the Headteacher

When attending virtual meetings with staff, parents and pupils (when appropriate)

- Ensure appropriate work attire is worn
- Avoid areas with background noise and nothing inappropriate in the background

If there is a need for a blended learning approach, teachers will continue to use **Seesaw** and **Evidence-me** to share learning with parents. In this circumstance, teachers will only be able to provide feedback and respond to messages at the end of the school day.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available for their usual 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
- Children with EHCPs and those who they would usually support in their allocated classes
- The support should be provided via the **Seesaw** and **Evidence-me** platforms
- Recording content to be uploaded onto the relevant platforms
- Attending virtual meetings with teachers, parents and pupils (when appropriate)
- Ensure appropriate work attire is worn
- Avoid areas with background noise and nothing inappropriate in the background

2.3 Subject leaders

Alongside their teaching responsibilities, subject leads are responsible for:

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- 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 leaders 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 (in conjunction with the Headteacher)
- 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 and reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The Designated Safeguarding Lead will be appropriately trained and will carry out those functions necessary to ensure the ongoing safety and protection of children. The full list of responsibilities can be found in the Child Protection Policy.

2.6 IT staff

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 they may not always be in front of a device the entire time
- 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

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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 when making any complaints or concerns known to staff

2.8 Local Governing Body

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 the relevant subject lead or SENCO
- Issues with behaviour – talk to the Headteacher or Senior Teacher
- Issues with IT – talk to Turn IT on
- Issues with their own workload or wellbeing – talk to the Headteacher
- Concerns about data protection – talk to the Headteacher
- Concerns about safeguarding – talk to the DSL/Deputy DSL

4. Data protection

4.1 Accessing personal data

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

- Ensure data is password protected when transferring between devices
- Use the school's **One Drive** to hold data securely
- Use school devices for all contact with parents and pupils

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as [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. Our IT support team (Turn IT on) have the principle responsibility of ensuring all security precautions are in place. 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
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

5. Safeguarding

Our Safeguarding Policy is on the school website.

6. Monitoring arrangements

This policy will be reviewed termly by the Headteacher. At every review, it will be approved by the full governing board.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy