



## REMOTE LEARNING POLICY

At St John's School we use the teachings of the Church of England to embed the following core Christian values.

These are:

**Friendship**

**Forgiveness**

**Trust**

**& Compassion**

These values will underpin the following Policy

Date Agreed:	January 2021
Review Date:	January 2022
Signed by Headteacher:	

## **1. Aims**

This remote learning policy aims to:

- Ensure consistency in the approach to remote learning for children 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

Since remote learning is continually evolving, this is an evolving policy. Expectations will continue to change and be reviewed regularly by Senior Leaders. New ideas are welcome which can then feed into its on-going development.

## **2. Roles and responsibilities**

### **2.1 Teachers**

When providing remote learning, teachers must be available to work Monday to Friday between the hours of 8am-4pm for other members of staff and until 3pm for parents. During times of national or localised lockdowns when schools are shut to all but keyworker or vulnerable children, staff may work from either home or school as required by senior leaders. If they're unable to work for any reason during this time, for example due to sickness they should report this using the normal absence procedure. It is also understood that at these times a more flexible approach to work may be needed for those teachers with young children.

When providing remote learning, teachers are responsible for:

- Learning:
  - Setting appropriate learning on Seesaw (school's digital learning platform) for the children in their classes, year groups or as directed by senior leadership
  - Ensuring this consists of 5 English, 5 Maths and 5 core subject activities (Science, RE, Art etc.) each week - this is supplemented by additional activities around well-being, spelling, reading and times tables, especially in KS2

- Ensuring these learning tasks will be uploaded to Seesaw every Sunday ready for the following day and throughout the week so parents are not overloaded
  - Ensuring SEND children in their year group have appropriate learning set via Seesaw
  - Liaising with their colleagues within their year group/phase, to ensure consistency in expectations and quantity, to share planning across classes
- Learning feedback:
    - Each piece of uploaded work will be given a 'heart' symbol, which acts as a 'virtual tick'. Selected pieces of work will be commented on – this should be one piece of work from each activity.
    - Feedback should be positive in nature. If possible, the comments should be used to help the child progress with their learning. Constructive criticism should be worded carefully.
    - Voice notes can also be used to provide feedback.
    - Children's work should be responded to within the school day. Work submitted after 3pm might not be responded to until the following day.
  - Communication with children not in school and their parents
    - Teachers and support staff will use Seesaw to send messages relating to remote learning to parents and children
    - Queries via Seesaw should be responded to within the school day if possible – queries submitted after 3pm will be dealt with the following day.
    - Complaints and concerns via Seesaw will be shared with a phase leader in the first instance and then if necessary, the deputy and head teacher.
    - If a child has a very low response rate over the week to the work set on Seesaw or their attendance is low during the Zoom meetings, their class teacher will telephone them to make sure everything is okay and to see if anything can be done to help improve the child's capacity to engage from home.

- Virtual Zoom meetings with staff and children
  - Where possible staff members conducting or attending virtual meetings should be located in school if possible or otherwise from home
  - While in a virtual meeting, staff must always adhere to the School's Code of Conduct in terms of professionalism, dress code and other expectations as well as following the 'Online Meeting Protocol' guidance (see appendix 1)
  - Teachers will conduct five English, five Maths and three afternoon Zoom meetings relating to core subjects each week with the children from their year group.
  - When conducted at home, teachers should try to choose the location for their Zoom meetings carefully, avoiding areas with access noise or disturbance. Personal details (address etc) should not be visible in the background of a Zoom call.
  - If a virtual meeting is with one child only, two members of staff should always be present otherwise the meeting cannot go ahead
  
- Combining home learning with in class provision
  - In some extreme cases, there may be a necessity to provide remote learning for some children whilst continuing to provide in class teaching for other children. This would be a last resort but were this to be the case, consideration will be given to the following: -
  - Reducing the amount of remote learning to balance workload for the teacher –
  - Using non-class based teachers, support staff, and senior leaders to either prepare the remote learning or give extra release time to teachers to prepare
  - To provide books/learning aids to complete at home which require less preparation time
  - To consider how to prepare lessons which can be delivered both in school and remotely with little extra workload

## **2.2 Teaching assistants**

When assisting with remote learning, teaching assistants must be available between 8.50 am and 3.05pm (8.40am and 3pm in EYFS). If they're unable to work for any reason during this time, for example due to sickness they should report this using the normal absence procedure. It is also understood that at these times a more flexible approach to work may be needed for those teachers with young children.

When assisting with remote learning, teaching assistants are responsible for:

- Supporting teachers by monitoring work that has been submitted on Seesaw across the year group, following the same guidelines as above for teachers.
- If a TA sees a comment/piece of work that needs a specific teacher response, this should be signposted immediately to their class teacher.
- 1:1 support staff may be asked to help plan and resource suitable activities for SEND children in their year group.

Attending Zoom meetings with staff and children may be required, in which case:

- There may, on occasions, be the need for the TA to attend a virtual meeting with a parent and/or child. This should only be as directed by the class teacher or senior leader and the TA should follow the same guidance as teachers where this is the case (see above).

## **2.3 Subject leads**

Alongside their teaching responsibilities, subject leads are responsible for:

- Supporting teachers who require assistance setting suitable work remotely.
- Monitoring the remote work set by teachers in their subject by checking Seesaw folders
- Alerting teachers to high quality resources they can use to teach their subject remotely

## **2.4 SENCo**

The SENCo is responsible for ensuring that children with EHCP are able to access home learning as appropriate to their need. They will oversee the remote learning provided by the teachers for individual children and advise 1:1 support TAs on how to best support their children learning at home

## **2.5 Senior leaders & Phase leaders**

Alongside any teaching responsibilities, senior leaders and phase leaders are responsible for:

- Co-ordinating the remote learning approach across the school / phase
- Supporting teachers and support staff with remote learning, helping them to set appropriate work and communicate with parents effectively.
- Monitoring the effectiveness of remote learning – senior leaders and phase leaders will review work set and monitor the completion rate by children, feedback from children, parents, teachers and support staff
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## **2.6 Designated safeguarding leads**

The school DSL's are responsible for Safeguarding as laid out in the Child Protection Policy and its Addendum linked to the COVID-19 Pandemic.

- Where staff are interacting with children online, they will continue to follow our existing Online Safety Policy and our Acceptable Usage Policy.
- Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures.

DSLs will make sure parents and carers:

- Are aware of the potential risks to children online and the importance of staying safe online.
- Know what our school is asking children to do online, where relevant, including what sites they will be using and who they will be interacting with from our school.
- Know where else they can go for support to keep their children safe online.

## **2.7 IT Leader and IT technician**

IT leader and IT technician are responsible for:

- Resolving issues with systems used to set and respond 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 children and parents with accessing the internet or devices

## **2.8 Children and parents**

Staff can expect children learning remotely to:

- Follow the 'Online Meeting Protocol' guidance (see appendix 1)
- Attempt to complete the work to the best of their ability
- Submit the completed work as necessary
- Discuss with their parents when there are issues relating to the work set or remote learning in general
- Attend Zoom meetings that they have been invited to
- Respond to communication from school staff on Seesaw

Staff can expect parents with children learning remotely to:

- Follow the 'Online Meeting Protocol' guidance (see appendix 1)
- Support and enable their children to access and partake in home learning to the best of their ability
- Make the school aware if their child is sick or otherwise can't complete work
- Ensure work is completed on time and submitted as necessary

- Seek help from the school if they need it or if they have concerns about their child's ability or motivation to complete the work
- Be respectful when making any complaints or concerns known to staff

## **2.9 Governing body**

The Governing Body 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 phase leader, the relevant subject lead or SENCO
- Issues with behaviour – talk to their phase leader and senior leaders
- Issues with IT – seek assistance from IT leader and IT technician
- Issues with their own workload or wellbeing – talk to their phase leader
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – seek advice from the DSL's

## **4. Data protection**

### **4.1 Accessing personal data**

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

- Use the school's server or secure cloud service to access their data
- Use only those devices made available to them by the school or their own secure devices, if approved by the school

## **4.2 Processing personal data**

Staff members may need to collect and/or share personal data such as email addresses, telephone contact numbers 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)
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Antivirus and anti-spyware software installed
- Ensuring operating systems up to date –latest updates installed

## **5. Safeguarding**

Safeguarding remains key throughout this time and particularly in this new area of remote learning for our schools. The Child Protection Policy and any addendums added during this time of the pandemic, remains in place and should be followed at all times.

## **6. Monitoring arrangements**

This policy will be reviewed yearly or earlier should there be need.

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

This policy is linked to our:

- Health & Safety Policy
- 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
- Code of Conduct

## APPENDIX 1



### Online Lessons/Meetings Protocols 2021

**In order to protect both children and staff, we require that if you wish to take advantage of any online lessons/meetings the school offers, the following protocols should be followed:**

- Children must take part in the meeting in a suitable communal environment (not a bedroom) and be appropriately dressed (uniform isn't necessary, but they should be fully dressed in clothing that covers top and bottom half of the body).
- All members of the household must be aware that the meeting is taking place and make sure they are also suitably dressed and use appropriate language and behaviour when nearby or in the background.
- The school Code of Conduct is followed as it would be in school
- Parents will not interrupt or dominate the meeting
- Parents/older children must make sure they have 'logged off' the call correctly once it is finished - before turning off any devices.
- Screenshots, photos or recordings of online meetings must not be made and the links must not be shared with others.

**NB.** Live video, pre-recorded video and resources created by staff remains the legal property of the individual and school and must not be copied, screen 'shot or grabbed' or shared without written consent.

#### **We will ensure that:**

- No staff member will contact you or your child using Zoom outside of any pre-arranged meetings and if they do need to contact you they will arrange to do so using Seesaw, email or through a phone call.
- Teachers will ensure appropriate security settings are in place for the meeting. They will ensure that access is only granted to the expected registered users invited with a password or direct link. Screen sharing, file-sharing, annotation and chat will be restricted.
- Expectations for behaviour are the same as they would be in school
- Participants' audio or video may be muted until it is appropriate to 'unmute' them during the meeting.
- Teachers will stay in the meeting until everyone has 'logged off'.
- Teachers and any other adults on the call (or in the background) will use appropriate language / behaviour throughout the call