

Foston and Terrington CE Federation in Collaboration with
Stillington Primary School

Remote Learning Policy and Contingency Plan



Love, Learn and Grow Together

Approved by:	Governors	Date:
Last reviewed on:		
Next review due by:	Ongoing – at least termly by 31/12/2020	

1. Context

Our group of schools delivered a comprehensive learning package to all children and families attending the schools and working remotely throughout the school closure from March to July 2020. Staff effectively adapted their teaching methods to deliver differentiated lessons daily, supplemented by a range of resources for reading, phonics and maths. The curriculum offer remained broad and balanced with staff continuing to deliver the sequenced, planned curriculum our schools offer.

Communication with each family was on a daily basis via email and phone with individualised support, both academic and emotional provided by teaching and support staff.

We intend to build on these strengths and experiences to ensure that the remote learning offer and contingency plan continues to meet the needs of all families in our schools during an unprecedented time of change and uncertainty.

2. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school as a result of isolating due to Covid19 restrictions.
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

3. Roles and responsibilities

3.1 Teachers

When providing remote learning, teachers must be available between 8.30am and 3.45pm

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 when a whole bubble or all three schools are closed, teachers are responsible for:

- **Setting work:**

<ul style="list-style-type: none">○ Who they need to provide work for, including if they may need to cover for other classes	Teachers need to provide work for their class Daily; <ul style="list-style-type: none">• English• Maths• Foundation subject – over 1 week 5 different lessons would be provided covering science, ICT, Geography, History, Art, D&T, RE, PSHCE and PE (French for KS2) Where all three schools are closed planning will be shared between the parallel classes
<ul style="list-style-type: none">○ The amount of work they need to provide	English; approx. 1.5 hours of work to include; reading, writing, grammar or phonic/spelling tasks

	<p>Maths; approx. 1 hour of work to cover the day's unit</p> <p>Foundation; approx. 2 hours of work to cover timetabled foundation subjects for their class</p> <p>Supplementary work will be signposted to all families to access at Oak National Academy / BBC bitesize / National phonics sessions</p>
<ul style="list-style-type: none"> ○ When this work needs to be set 	<p>Work will be emailed to all families until our virtual classroom is set up. We will then move to office 365. Work for the week will be delivered by 4pm each day for the next day.</p> <p>If a bubble is isolating at short notice, work will be provided during the first full day of isolation for that day by 11am and then following that by 4pm for the next day.</p> <p>Parents will be expected to arrange collection of resources from school during Day 1 of isolation.</p>
<ul style="list-style-type: none"> ○ Where work should be uploaded 	<p>Work will be uploaded to the Office 365 virtual classroom for the class</p> <p>All parents will have a login for their children to access work and upload completed pieces.</p> <p>Alternatively, parents can email photos of work to teachers</p>
<ul style="list-style-type: none"> ○ How they should co-ordinate with other teachers, including those teaching in school, to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work 	<p>A pre-recorded teacher reference for each lesson will be provided for:</p> <p>Format can include;</p> <p>Video, PPT or recorded live lesson</p> <p>English</p> <p>Maths</p> <p>Foundation subject</p> <p>EYFS: grid to cover weekly activities with daily tasks</p> <p>Teachers will prepare these on the afternoon before the delivery day to send out by 4pm.</p> <p>Each class will hold a live lesson for social check-in and registration each day at 9.00 am</p> <p>Teaching assistants will be available to support children depending on circumstance; see support staff section.</p>

• **Providing feedback on work:**

<ul style="list-style-type: none"> ○ How they'll get access to completed work from pupils 	<p>Work will be submitted on Office 365 virtual classroom or via email to the teacher's school email address</p>
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○ How they're expected to share feedback with pupils	Feedback will be given where appropriate – daily feedback is not expected
○ Parents Evening	Holding virtual meetings with parents to discuss children's progress in the Autumn and Spring term.

PLEASE NOTE

For individual pupils self-isolating, a generic pre-prepared pack of consolidation work for a week will be emailed on the first day of self-isolation. This will be followed up if children remain off with additional sets of pre-prepared work. Work missed during individual self-isolation will be addressed on return to school.

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

○ If they're expected to make regular contact, and how they should do that if so	School expects families to login daily to office 365 at 9 am for catch up and registration If no contact has been received staff will follow up Staff to register children as present in Scholarpack when the child has attended morning sessions
○ What expectations are on them for answering emails from parents and pupils	Our schools will expect staff to answer communication from parents or pupils during their normal working hours 8.30am to 3.45pm directed time for teacher
○ How they should handle any complaints or concerns shared by parents and pupils – for any safeguarding concerns, refer to the section below	Complaints - Forward emails or information to the Headteacher Safeguarding - Log minor observations and notes on Scholarpack - Log 'Records of concern' using the proforma and email to the headteacher or Deputy DSL
○ How to handle any behavioural issues, such as failing to complete work	Follow school's behaviour policy; - Discuss with parents - Inform headteacher - Virtual meeting or consultation will be held by class teacher with parents to discuss concerns.

• **Attending virtual meetings with staff, parents and pupils:**

○ Dress code	Usual school attire should be worn for virtual meetings
○ Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)	Staff to consider blurring background Online live lesson agreement to be adopted by all participating

<p>Expectations of children for online learning sessions;</p>	<ul style="list-style-type: none"> - Everyone will take turns - Listen when other people are speaking - We won't be eating or drinking during our live lesson <p>To support their children with online learning we expect that parents will agree to the following;</p> <ul style="list-style-type: none"> - To ensure that a parent (or person of an appropriate age) is present in the room during the live session - lessons will take place in a suitable room (not a bedroom or bathroom) - everyone in the household will be dressed appropriately - everyone in the household will use appropriate language - adults are present to support their child but not to engage in the lesson unless invited by the member of staff leading it - we will adhere to the allocated time for the live session
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Live streaming lessons

Our school has limited capacity due to ICT infrastructure to support live streaming.

At present we cannot support children working remotely to join a teacher-led session in school using a live stream

Information will be requested from families regarding the devices they have access to at home via an online survey. When scheduling live lessons school will take into account;

- That families with multiple children may not all be able to access lessons at the same time if sharing devices
- Data or broadband provision can be compromised in rural locations affecting both staff and families
- School has limited ICT provision and will prioritise loan of equipment to digitally vulnerable families

Staff isolating at home

In the event of teachers self-isolating, we will in the first instance, cover their absence within school through part time teachers, or engage an agency supply teacher.

Subject to circumstances and IT capacity, consideration **may** be given, to the self-isolating teacher live-streaming lessons to the class from home.

3.2 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; call the headteacher by 7am on the day of sickness.

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

- Supporting pupils who aren't in school with learning remotely:
 - Which pupils they'll need to support
 - Children isolating whilst awaiting the outcome of a Covid 19 test

- Children who cannot engage with live lessons or stream (if available)
- Children with additional needs
- How they should provide support
 - Providing small group sessions
 - Following up on feedback to support learning
- Attending virtual meetings with teachers, parents and pupils:
 - Dress code
 - Usual work attire
 - Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)
 - Staff to consider blurring background
- Support staff may continue to work in school when a teacher is isolating. In this instance, **if** a teacher is live-streaming to the class, they will be supporting access to the live-stream teacher-led lessons;
 - Setting up the technology and starting the link
 - Supervising the children during the live lesson
 - Supporting the children with the work set

Staff absence

In the event of absence due to illness school will endeavour to cover the absence within school through part time teachers or HLTAs. If asked to cover a class due to sudden, short-term teacher absence the rate of pay for support staff will be amended to reflect the additional responsibility.

3.3 Subject leads

Alongside their teaching responsibilities, subject leaders are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning in
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and appropriate deadlines are being set for completion
- Monitoring the remote work set by teachers in their subject;
 - Autumn/ Spring/ Summer 1; Planning focus – ensuring that work set continues to reflect the sequenced curriculum offer of school
 - Autumn/ Spring/ Summer 2; Work focus – ensuring that pupils are making progress
 - Assessments completed and monitored at the end of each term
 - Alerting teachers to resources they can use to teach their subject remotely

3.4 SENCO

Alongside teaching responsibilities, the SENCO will be responsible for;

- Supporting teachers providing remote learning for children with SEND
- Organising the termly review of pupil's targets and setting new targets
- Undertaking referrals to outside agencies
- Liaising with outside agencies; by telephone or virtual meeting

3.5 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – Headteacher
- Monitoring the effectiveness of remote learning by;
 - Regular meetings with teachers and subject leaders
 - Reviewing work set
 - Feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

3.6 Designated safeguarding lead

The DSL is; Sarah Moore Headteacher
 Deputy; Katie Stringer Assistant Headteacher
 Governor/s; Vanessa Jones / Corinne Cross

In the event of the DSL working in isolation or becoming unwell concerns should be reported to the Deputy DSL .

All responsibilities remain as outlined in the School's Child Protection Policy

3.7 IT staff

School does not have dedicated IT staff available during the school day. Staff are advised to report system technical issues to Schools ICT; 01609 536 086 schoolsict@northyorks.gov.uk

3.8 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
- 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

Staff can expect [parents](#) with children learning remotely to:

- Make the school aware if their child is sick or otherwise unable to complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

3.9 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
- To monitor the impact of remote learning on staff workload and well-being

4. 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 – Headteacher
- Issues with IT – talk to Schools ICT or School technician
- Issues with their own workload or wellbeing – talk to Headteacher
- Concerns about data protection – talk to the Headteacher
- Concerns about safeguarding – talk to the DSL

5. Data protection

5.1 Accessing personal data

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

- Access the data for children and families using Scholarpack
- Ideally access information using school devices however, personal devices can be used to access Scholarpack as the data isn't downloaded.

5.2 Processing personal data

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

If staff are using their personal phone to call parents, they should ensure that their number is protected

5.3 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
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

6. Safeguarding

The school uses the North Yorkshire model Child Protection Policy, all staff have received a copy by email and it is available on the school websites.

7. Monitoring arrangements

This policy will be reviewed and consulted upon at least termly by headteacher. At every review, it will be approved by the Full Governing Body.

8. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy