

Remote Education and Blended Learning Policy

Westacre Infant School



Approved by: Full Governing Body

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This remote and blended learning policy has been produced in response to the government's Coronavirus Temporary Continuity Direction which came into force on 22nd October 2020.

The Direction requires 'that where a class, group of pupils, or individual pupils need to self-isolate, or there are local or national restrictions requiring pupils to remain at home, schools are expected to provide immediate access to remote education.'

1. Aims

- Minimise the disruption to children's education and the delivery of the curriculum.
- Ensure consistency in the approach to remote learning for pupils (including SEND) who aren't in school through the use of quality on-line and off-line resources.
- Set out expectations for all members of the school community with regards to the delivery of high quality interactive remote learning
- Provide appropriate guidelines for data protection

2. Roles and responsibilities

2.1 Teachers

When providing remote and blended learning, teachers will be available between the usual working hours of 8.30am and 4.00pm. Teachers will aim to respond to questions about the blended learning from parents during the same day where possible.

Where a teacher is unable to work for any reason during this time, for example due to sickness or caring for a dependent, learning will be set by teachers from the year group who will be familiar with the year group.

When providing remote learning, teachers are responsible for:

Setting work:

- Teachers within a year group are responsible for setting the remote and blended learning for the year group.
- Teachers delivering sessions should ensure where possible that the children have access to the learning set (they will not necessarily be able to sort out technical difficulties).
- Online sessions should follow (as closely as possible), the planning and delivery of lessons to the key worker and vulnerable children who are in school, to ensure that all children have comparable experiences.

- Each Reception and Key Stage One class will have access to three live online sessions per day which amounts to at least 1.5 hours daily. These will cover Mathematics, Literacy and Topic/Story. Nursery children will have daily access to activities which are uploaded onto the school website and recorded story sessions led by the nursery teacher.
- Additional resources will be available for parents to download and Year 2 children will be provided with workbooks each week.
- Online teaching will take place through 'Teams' and invitations to year group sessions can be accessed via the calendar.
- Alternative paper-based learning materials will be provided on a weekly basis for pupils without access to online materials.

Providing feedback on work:

- Teachers will provide details of the learning that is expected to be returned to them electronically and by when. Teachers are not expected to mark or give feedback on any other work sent to them by parents to ensure that this is manageable. Teachers are expected to communicate with parents to ensure their involvement and that they feel supported. This should be through email or the chat facility of Teams.
- Teachers should not use a personal device that shares their personal contact details when communicating with parents.
- Where it is needed, any paper based learning from home should be brought into school when the children return or when new packs are picked up. This will be communicated to parents by teachers and appropriate feedback given.

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

- Where the whole class or year group are learning remotely the delivery of lessons will be shared between staff. Children in Key Stage One will have a weekly session with their own class teacher which will give an opportunity to share news and achievements. Reception children will have a story time session with their own class teacher so that they have face-to-face contact.
- Parents should contact teachers preferably by email or through the chat facility of Teams. Teachers are not expected to respond to emails or questions received from parents outside of the school hours. They should respond to questions the same or following day.
- Teachers should make the Leadership team aware of any general concerns or complaints raised by parents or pupils as soon as possible. Safeguarding concerns should be referred immediately to the DSL or DDSL.
- Teachers should raise any concerns about pupils who do not attend online sessions or complete learning activities with the Leadership team who will make contact with parents to ensure that their child has access to a device and offer school intervention to assist engagement.

Attending virtual meetings with staff, parents and pupils

- Teachers will be required to take part in virtual meetings with colleagues.
- Dress code: Staff should dress in the same professional manner for virtual sessions as they would in school.
- Staff should ensure the location for the virtual meeting is appropriate and surroundings provide minimum distraction for pupils. Staff should avoid areas with background noise and be advised to remove any photographs/information that relate to them personally.

2.2 Teaching assistants

- Teaching assistants should be available during their normal working hours on the days they are normally required in school. The Head teacher will notify them of their roles and responsibilities during periods of 'lockdown' and where blended learning is taking place. They may be required to work in school as directed by the Head teacher.
- Teaching assistants will be required to attend virtual meetings with colleagues and undertake remote and/or online CPD training.
- Staff should dress in the same professional manner for virtual sessions as they would in school.

2.3 SENCO/Phase leaders

Alongside their teaching responsibilities:

- The SENCO will coordinate provision for pupils with SEND across school with class teachers.
- During a period of enforced closure the SENCO will make contact with children and parents via email or phone to ensure that they are supported.
- Phase leaders will support staff where necessary to enable them to deliver online sessions. They will alert staff to any useful resources they can use to teach their class/year group remotely.

2.4 Head teacher and 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 contact/meetings with staff and by responding to feedback from parents.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

- Identifying the most vulnerable children in school and their needs for remote learning.
- Managing and dealing with all safeguarding concerns. For further information please refer to the Safeguarding and Child Protection Policy.

2.6 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff 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

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Engage with remote learning, including online learning on a daily basis where practically possible, and complete the tasks which have been set by the teacher.
- Seek help if they need it, from teachers.

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 eg. if they are unable to access learning due to technical issues or a lack of resources. The school will aim to support parents by providing a device for children to use at home where possible and/or paper copies of worksheets and resources.
- Be respectful when making any complaints or concerns known to staff.

2.8 Governing body

The governing body is responsible for:

- Monitoring the school's approach to providing remote and blended learning to ensure education remains as high quality as possible.

- Ensuring that staff are certain that remote and blended 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 or blended learning, they should contact the following individuals:

- Issues in setting work – talk to the relevant phase leader.
- Issues with behaviour – talk to the relevant head of phase or year.
- Issues with IT – talk to phase leader, refer problem to IT technician.
- Issues with their own workload or wellbeing – talk to the Head teacher.
- Concerns about data protection – talk to the data protection officer.
- Concerns about safeguarding – talk to the DSL or DDSL (Mr Edmunds, Mrs C. Smith).

4. Data protection

4.1 Accessing personal data

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

- Use secure cloud service provider linked to your school email account.
- Ensure the use of these applications is password protected.

4.2 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. Only school email addresses for staff should be used for remote learning purposes.

Staff are reminded to collect and/or share as little personal data as possible online.

5. Safeguarding

We would like to stress the importance of safeguarding all pupils during live lessons. Parents are not allowed to take pictures/recordings of any live sessions. If this happens the teacher will remove the parent and child from the session.

By accessing the learning materials provided, users are agreeing with all of the school's policies which can be found on the school's website <https://www.westacreinfantschool.co.uk/>

These policies highlight the responsibilities of all users, including showing respect and courtesy for all other users, students, parents and staff. It includes the strict prohibition of cyber bullying, online harassment and the use of inappropriate language in any communication.

All users must comply with legal restrictions regarding the use of digital platforms and social media.