

# *Winchelsea*



*All Individuals Matter*

## **WINCHELSEA PRIMARY SCHOOL** **RUSKINGTON**

### **REMOTE LEARNING PROTOCOLS**

**Approved by:**

Head teacher:

**Date:** September 2022

Miss Helen Duckett

Chair of Governors:

Mr Matthew Evans

**Last reviewed on:**

September 2022

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## **1. Aims and objectives**

This remote learning 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**

### **2.1 Teachers**

When providing remote learning, teachers must be available between normal school 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 procedures.

When providing remote learning, teachers are responsible for:

- Setting work
  - Teachers are responsible for setting work for their own classes only.
  - Government directives state that teachers should be setting the equivalent of a minimum of three hours home learning for Key Stage 1 pupils and 4 hours for Key Stage pupils.
  - This work will be set daily and will be made available to parents at 9am every school day.
  - Work will be sent to the email addresses provided for the parents of each pupil. Class teachers will be responsible for doing this through the secure Integris system and should bcc all parents to ensure the security of private email addresses. The Head teacher will be copied into these emails.
  - Teachers should use a range of approaches that are suitable for the learning requirements of their own individual cohorts – there should be a balance of live face-to-face learning, recorded presentations for pupils to be able to access within their own suitable timeframe at home, worksheet based activities and more flexible creative lessons which can be completed more freely at a time that suits parents and in a less prescriptive manner.
  - Staff should work together to ensure consistency across the year groups, cohorts and subject areas and to make sure pupils with limited access to devices or any other difficulties impacting on the ability to engage with remote learning can complete the work e.g. producing home learning packs.
  - Teachers are responsible for ensuring that all children, whether working from home or attending school, are able to receive the same provision and that neither group has an advantage over the other.
- Providing feedback on work
  - Teachers will use a variety of methods to enable them to receive work from pupils. Parents can email copies of work directly, complete worksheets and print off work to be returned to school, send photographs through Twitter, emails or use other relevant online platforms such as Tapestry/ Teams/ Zoom. Parents will be made aware of any preferred method of submission for a given task and a timeframe in which it should be submitted.

- Teachers will provide feedback to pupils using a range of methods which will include direct feedback during online teaching sessions, specific feedback online sessions, through email correspondence, through telephone calls with parents where necessary, through marking of pieces of work provided through online platforms such as Tapestry or any other methods which may be individualised depending on individual circumstances.

➤ Keeping in touch with pupils who are not in school and their parents

- Teachers should monitor contact from pupils and parents and follow up those not engaging to explore how to support them in complying with remote learning provision. Initial contact with parents should be by email but if this is not effective staff should make direct telephone calls. If pupils are still not engaging then home visits will be made to provide home learning packs but this should be in extreme circumstances and not expected by parents.
- Teachers, or a teaching assistant on their behalf, will respond to emails before the end of the following working day from receiving them if they are related to work set. All other correspondence may take longer to deal with. Teachers may be prepared to answer emails beyond school hours but parents should not expect a response beyond the school day.
- Teachers should respond in the first instance to any complaints or concerns shared by parents and pupils – senior leaders are available to support and where issues cannot be resolved will be the next point of contact. If necessary parents will be directed to follow the school's Complaints Policy.

## **2.2 Teaching assistants**

When assisting with remote learning, teaching assistants must be available within their own individual allocated working hours. This varies depending upon their roles and contracted 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 in line with the Sickness Absence Policy.

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

- Supporting their class teacher in the preparation and delivery of remote learning activities
- Supporting and working with pupils in the school setting to enable the class teacher to facilitate the preparation of remote learning activities
- Supporting pupils who are not in school with learning remotely by being involved in the preparation of home packs where necessary or being part of the delivery of remote learning online if appropriate e.g. through the cover of PPA or the delivery of remote learning in the absence of the teacher.
- Support their class teacher in communicating with parents and pupils having difficulty engaging with remote learning e.g. talking with parents by telephone where they are a 1:1 support assistant or responding to emails if this is appropriate

## **2.3 Subject co-ordinators**

Alongside their teaching responsibilities, subject co-ordinators are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with staff teaching their subject remotely to make sure all work set is appropriate and consistent and that over a set period of time the coverage is thorough.
- Monitoring the remote work set by teachers in their subject through scrutiny of planning, pupils' responses/ engagement, work completed and assessment and feedback given
- Alerting teachers to resources they can use to teach their subject remotely and sharing methods or online provision ideas
- Supporting staff with methods of effective delivery of their subject

## **2.4 Senior leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school, supporting staff to put provision in place effectively
- Monitoring the effectiveness of remote learning – the Headteacher will be included in the daily planning sent out to all classes between 8.45 and 9am
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## **2.5 Designated safeguarding lead**

The DSL is responsible for:

- Ensuring staff continue to follow the school's Child Protection Policy and procedures.

## **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 and Headteacher
- Assisting pupils and parents with accessing the internet or devices

## **2.7 Pupils and parents**

Staff can expect pupils learning remotely to:

- Engage with remote learning tasks and attend online lessons to participate in 'live' learning wherever possible
- Follow the school's Behaviour Policy when attending 'live' teaching sessions
- Complete work to the deadline set by teachers and to the best of their ability
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they are not able to complete work
- If technology limits pupil access, pupils should complete given tasks which do not require any technological involvement e.g. worksheets, creative activities, reading and writing activities.

Staff can expect parents with children learning remotely to:

- Maintain regular contact with school
- Enable and support their child to access the remote learning tasks provided
- If technology limits their child's access they should contact their child's class teacher to discuss support and alternative methods for accessing remote learning provision
- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it
- Enable their child to provide copies of their child's work for their child's teacher in order for the teacher to provide feedback and monitor progress
- Ensure their child behaves appropriately showing respect and courtesy to staff and their peers in line with the school's Behaviour Policy.
- Be respectful when making any complaints or concerns known to staff. Parents should direct concerns to school rather than using social media platforms in line with the school's policies.
- Be aware that remote learning provision may be affected/ disrupted in the event of staff absence due to illness

## **2.8 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 use remote learning systems appropriately and they comply with data protection and safeguarding directives

## **3. Who to contact**

If staff have any questions or concerns about remote learning, they should contact the following individuals to seek support or guidance:

- Issues in setting work – talk to the relevant subject lead or SENCO if this relates to appropriate content or suitable methods for individual pupils or cohorts.

- Issues with behaviour – follow the graduated approach set out in the school's Behaviour Policy
- Issues with IT – refer issues to the Business Manager to contact ARK
- Issues with their own workload or wellbeing – talk with line manager to seek support initially. SLT are available to help with further support if necessary.
- Concerns about data protection – discuss issues with the GDPR officer/ Business Manager
- Concerns about safeguarding – talk to the DSL/ Headteacher

## **4. Data protection**

### **4.1 Accessing personal data**

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

- Ensure they access the data using a secure device and through secure systems such as Integrus and the school server
- Ensure that any personal data is stored securely and is inaccessible by any external agencies and cannot be shared or used by anyone beyond school staff.

### **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.

However, staff are reminded to collect and/or share as little personal data as possible online and should send emails securely using the bcc feature for collective emails to keep email addresses private.

If staff have queries or require support they should contact the GDPR officer for guidance.

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

This is supported by ARK who provide the school's IT support. Staff should refer any difficulties or concerns to the Business Manager who will contact ARK directly to resolve any matters raised.

See additional contract for remote learning devices being made available to pupils experiencing difficulty accessing learning from home which is attached to this policy.

## **5. Safeguarding**

The school will continue to follow the Child Protection Policy and procedures, adhere to the school's Acceptable Use of IT policy and support parents to ensure that they keep their children safe at home when using devices and accessing online platforms or social media sites. Parents should contact school if they need support in this area.

## **6. Monitoring arrangements**

This policy will be reviewed termly by the Head teacher. At every review, it will be approved by the Chair of Governors after consultation with the governing body.

## **7. Links with other policies and school documents**

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Covid-19 risk assessment
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet Acceptable IT Use policy (including the use of IT devices provided for home use – see addendum)
- Online safety policy

This policy is subject to review and development dependent on changes in local or national circumstances and directives. Winchelsea is always proactive in reviewing practice to provide the best educational provision possible and there are often rapid changes being made to government directives, developments in remote learning offers and provision in the wider world. Winchelsea also values feedback from parents and changes to how remote learning is provided may be affected by all of these components. Therefore, this policy is accurate at the time of writing but will be reviewed regularly and may be amended and updated as a result. The next official review of the current policy will be September 2023.

# Winchelsea



## Ruskington Winchelsea Primary School

### **The Acceptable Use Policy: For devices being lent to pupils for remote learning**

This device is being lent to families to be used by your child who attends Ruskington Winchelsea Primary school. It is up to families to ensure that this device is looked after and does not become damaged and that the device is only used for educational purposes. By signing the below you agree to this and the following terms:

#### *For personal use:*

- a) Do not introduce removable media into the system without first having them checked for viruses.
- b) Do not corrupt, interfere with or destroy any other user's information.
- c) Do not reproduce copyright materials without first getting permission from the owner. Many people will make their work freely available for education on request. Acknowledge sources on all resources used.
- d) Do not attempt to visit sites which might be considered inappropriate. All sites visited leave evidence on the computer. Downloading some material is illegal and the police or other authorities may be called to investigate such use. The use of Bit Torrent sites to download materials for personal use are expressly forbidden.
- e) Any software that is an illegal copy or which can be used for illegal purposes will be removed from devices.
- f) Users should log out when their session has finished.
- g) Using the device to access a social network site such as facebook, instant message, blog or personal website is prohibited on school technology. Twitter can be accessed in order to receive communication from school.
- h) The head has access to all devices provided for use by the school, at any time. Therefore the 'Internet History' of devices must be available for inspection.
- i) Parents/carers and pupils are responsible for the device they have been provided with and signed for. Use of this device by anyone else outside of the school setting is strictly forbidden. Any materials and sites accessed during use by any person using the device are the sole responsibility of the parent/carer.
- j) Parents/carers are solely responsible for the content of the device's hard drive, internet history and desktop.
- k) The device's hard drive is not a storage device for your personal music, videos and photos and should not be used for this reason.

#### *When using the Internet*

- a) Ensure that your web activities conform to the norms of moral decency
- b) Filters will be turned off so it will therefore be up to families to ensure only educational sites are accessed.
- c) Watch for accidental access to inappropriate materials and report the offending site to the Headteacher.
- d) Check before publishing work; make sure that you have Copyright holder's permission.
- e) Report any breaches of this or related policies to the Headteacher.

- f) School devices should only be used to access google classroom, Mathletics, research purposes linked to school projects and other educational sites such as BBC Bitesize.

*Your device*

- a) You must make sure that the device remains in good working order. Any damage to the laptop must be reported ASAP.
- b) Any suspected viruses must be reported ASAP and you must NOT attach the device to the school network if you suspect it has a virus.
- c) When returning your device to the school, you must not delete any folders or data that were created as this will be done by the schools ICT team.
- d) The school takes no responsibility for PAT testing the device and wires should be inspected before use. Devices should not be left plugged in for long periods of time over night.
- e) This device should be returned for school on request. The school reserves the right to recall the device at any point as it remains the property of Ruskington Winchelsea Primary school at all times.
- f) By agreeing to these terms and signing this contract it is expected that pupils in receipt of this device will engage with remote learning provision. If pupils do not complete the work provided or attend the online learning being provided you will be asked to return the device so that it can be reallocated.

IT IS PARENTS/CARERS RESPONSIBILITY TO MONITOR THE DEVICE'S USE AND ENSURE THAT IT IS BEING USED IN THE CORRECT WAY.

Reviewed by: Helen Duckett

Reviewed: September 2021

Review date: September 2022 (unless there are changes to government directives for remote learning)

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**Ruskington Winchelsea Primary School**

**The Acceptable Use Policy: For devices being lent to pupils for remote learning purposes**

Please sign and return to the Headteacher to say that you have read and understand the acceptable use policy.

Device number: \_\_\_\_\_

Child's name \_\_\_\_\_

Parental signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_