At Ashfield Valley we care for and value every child in a nurturing, inclusive environment.

All members of our school community will work hard to ensure that every pupil achieves their full potential and has the opportunity to shine.

Remote Learning Policy

1. Aims

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 9.00am – 3.30pm.

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 and phone the Headteacher before 8.00am.

When providing remote learning, teachers are responsible for:

> Setting work:
>   o For their class
>   o Providing regular work packs:
>   ▪ Packs will contain maths, English, foundation subjects
>   ▪ Work will be appropriate for the age and stage of the pupil
>   ▪ Any resources needed will be included
>   ▪ A timetable will show how long to spend on each piece of work
>   ▪ Will be a mixture of paper based and online tasks
>   ▪ There will be a separate pack for individual absence
>   o Making use of Purple Mash and Oak Academy along with paper based tasks
>   o Uploaded by 8.30am each day

> Providing feedback on work:
>   o Work completed on Purple Mash should be marked with feedback

> Keeping in touch with pupils who are not in school and their parents:
>   o Make daily contact via Purple Mash to assign and explain work for pupils.
>   o Arranging a weekly zoom call for the class – for example a short assembly
>   o In Reception, a daily session to explain learning and deliver phonics (this will be recorded and not live)
>   o Directing parents to the recorded phonics and stories which are on the website

- o Contacting each family every week to check in on wellbeing and progress
- o Offering 1-1 zoom calls to explain any misconceptions or struggles with learning if so required
- o Teachers should avoid answering messages outside of work hours.
- o Teachers should handle any complaints or concerns shared by parents and pupils in line with the school complaints policy and guidelines and discuss with their line manager and the Headteacher.
- o Any safeguarding concerns, teachers should immediately notify the DSL or DDSL via CPOMs.

> Attending virtual meetings with staff, parents and pupils:
- o Dress as per school expectations in Code of Conduct for attending school
- o Use locations - avoid areas with background noise, ensure that there is nothing inappropriate in the background, sit against a neutral background
- o Ensure any tabs open in their browser would be appropriate for children to see
- o Ask pupils to also be in a shared space in their house, rather than in their bedroom, with a parent present.
- o Ask parents who will also be there and to be mindful that other children might see or hear them and anything in the background.
- o Teachers will mute pupils as required.
- o Staff to inform SLT when they are doing live video calls/check in sessions.
- o SLT to run live celebration assemblies to which parents are invited

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9.00am – 3.30pm in line with their timetabled hours. If they are 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 and phone the Headteacher before 8.00am.

> Attending virtual meetings with teachers, parents and pupils if necessary:
- o Dress code – usual work clothes
- o Avoid areas with background noise, ensure nothing inappropriate is in the background

Preparation of resources
- o Teaching assistants will be involved in the preparation of resources for learning packs and online learning

2.3 Subject Developers

Alongside their teaching responsibilities, subject developers will:

> Consider 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

> Work with other subject developers 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

> Alert 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 staff and reviewing work set and feedback given or 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 DSL is responsible for ensuring that all safeguarding guidelines and procedures are followed in relation to online lessons and that all staff conduct online learning in line with KCSIE 2020, Caldershaw Child Protection and Safeguarding Policy 2020 and the Staff Code of Conduct.

2.6 Computing team and technician

The Computing team and technician 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:

> 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

- Pupils are will not attempt to start or record a meeting/lesson (this feature has been disabled).
- Pupils are not permitted to share recorded videos/lessons made by teachers.
- Pupils should think carefully about what acceptable language is with regards to what they type and post in line with the school's Behaviour & Discipline policy.
- Pupils must hang up at the end of the lesson once instructed to do so. The teacher must be the last person in the meeting to hang up.

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
- A parent to be in the room but off camera when a live check-in session/lesson takes place

2.8 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

3. Who to contact

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

Here are some suggested issues and the most likely points of contact, but adapt and add to this as needed:

- Issues in setting work – talk to the relevant subject developer or SENCO Miss Griffin
- Issues with behaviour – talk to Mrs Begum or Mrs Edge
- Issues with IT – talk to Mrs Nisar, Miss Iqbal, IT technician
- Issues with their own workload or wellbeing – talk to any member of the SLT
- Concerns about data protection – talk to the data protection officer Mr Sladen or Mrs Edge
- Concerns about safeguarding – talk to the DSL Mrs Edge or Mrs Begum

4. Data protection

4.1 Accessing personal data

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

> ❯ Ensure they follow all GDPR guidance in relation to emails addresses and the storage of these on the server or OneDrive.

> ❯ Only use school devices, such as laptops or Ipads, rather than teacher's own personal devices

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

> ❯ Making sure the device is locked or 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

4.4 Content

Use of Images & videos:-

> ❯ Users need to ensure the images they use, share or post are appropriate and in line with the School's Acceptable Use policy.

> ❯ Meeting attendees will see a notification alerting them when a meeting is being recorded.

5. Safeguarding

Please refer to the Safeguarding and Child Protection Policy and Covid-19 addendum.

6. 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

ICT and internet acceptable use policy

Online safety policy