

Warren Farm Primary School



Policy for Remote Working

Approved by:	Carla Bates	Date: 02/03/2021
Last reviewed on:	02/03/2021	
Next review due by:	02/03/2022	

Contents

1. Aims.....	2
2. Roles and responsibilities.....	2
3. Who to contact.....	4
4. Data protection	4
5. Safeguarding	5
6. Monitoring arrangements.....	5
7. Links with other policies.....	5
8. Home School Agreement – Remote Learning.....	6

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

Teachers must be available between 8:30 and 16:00.

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. G. Barr must be contacted by phone.

When providing remote learning, teachers are responsible for:

- Running their Google Classroom – setting work for home learning when a year group bubble closes:
 - Creating a timetable for the week, similar to that taught in school. This must include subjects from across the curriculum. This timetable will be uploaded to Google Classroom on a Friday, ready for the week ahead.
 - Ensuring pupils have access to lessons from 9:00 to 15:15, the same length taught in school.
 - Ensuring lessons provide clear instruction, including pre-recorded lessons.
 - Liaise with year group partners/ phase colleagues when planning English and maths to ensure consistency.
 - Creating online resources to support lessons throughout the week on Google Classroom.
 - Setting differentiated work in Bug Club, Active Learn maths, Phonic Bugs, TT Rockstars.
 - Ensuring pupils know how to complete assigned work, add comments, turn it in, use templates, take photos of work, if required, and upload.
 - Marking and commenting of pupil's work.
 - Delivering online safety lessons to pupils – see school's curriculum on the school website.
- Providing feedback on work:
 - Pupils can send any completed work to teachers via Google Classroom.
 - Teachers can mark and return work to pupils via the comments feature.

- Teachers should mark work daily and return with a comment, if appropriate, to the pupil within 24 hours.
- Keeping in touch with pupils who aren't in school and their parents:
 - Teachers are to make contact with the parents of pupils in their class at least once every two weeks by phone. During these phone calls, the teacher must ask to speak to the child. This will be carried out during school hours.
 - Withheld numbers may be used as teachers can use their mobile phones from home. Contact details can be accessed from SIMS. Please ensure you log off and do not share information with a third party. Record all contacts with parents on the call register and add any relevant comments/ actions. Alert the safeguarding team with any immediate concerns.
 - Contact should be polite and encouraging. Teachers must not give out any personal details. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly.
 - Identified families will also receive weekly phone calls from the family worker, who will offer extra support and advice as required.
 - Marvellous Me awards/ messages to be sent to pupils regularly to praise engagement/ effort.
- Attending virtual meetings with staff, parents and pupils:
 - See home - school agreement (appendix A)

If teachers will also be working in school, explain who'll cover the responsibilities above during this time, or if they'll still need to provide remote learning, e.g. office to make well-being calls, Teaching assistants to supervise class if required.

2.2 Teaching assistants

Teaching assistants must be available between during their normal contracted hours. If working from home, they are expected to check with the Head Teacher and be available when called upon to support the children with their learning.

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. G. Barr must be contacted by phone.

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering 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
- Alerting 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 – C. Osborne and N. Gosling
- Monitoring the effectiveness of remote learning – monitoring engagement by pupils weekly, reviewing work set by teachers weekly, monitoring call logs between teachers 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:

Maintaining contact, collating, passing on information and responding to any concerns.

See the covid-19 amendments to the child protection policy.

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
- › Assisting pupils and parents with accessing the internet or devices

2.7 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
- › 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 can't complete work
- › Seek help from the school if they need it – contact can be made through the school office, who will then notify the class teacher and/or C.Osborne or N.Gosling
- › Be respectful when making any complaints or concerns known to staff

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:

- › Issues in setting work – talk to the relevant subject lead or SENCO
- › Issues with behaviour – talk to C. Osborne
- › Issues with IT – talk to N.Gosling
- › Issues with their own workload or wellbeing – talk to SLT
- › Concerns about data protection – talk to the data protection officer (M.McLaughlin)
- › Concerns about safeguarding – talk to the DSL

All staff can be contacted via their school email addresses

4. Data protection

4.1 Accessing personal data

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

- › How they can access the data, such as on a secure cloud service (Sims.net)
- › Staff to use school provided device where provided

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as emails or 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.

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

5. Safeguarding

See Child Protection and safeguarding

6. Monitoring arrangements

This policy will be reviewed annually. At every review, it will be approved by the full governing board.

7. Links with other policies

This policy is linked to our:

- Pastoral Policy (Behaviour policy)
- Child protection and safeguarding policy
- Data protection policy
- Home-school agreement – remote learning
- Internet safe use policy
- E-safety safety policy
- Code of Conduct/ staff

Appendix A

Warren Farm Primary School Home-School Agreement - Remote Learning.

The following is to be used for live lessons and Google Meet sessions.

	As a parent(s) carer(s) I/we will do my/our best to	As a pupil I do my best to	As a school we will do our best to
Being ready for school	Ensure that my/our child is suitably dressed when attending live lessons or Google Meet sessions - no pyjamas. Ensure that my/our child is sat with a neutral background.	Wear the correct clothing when attending live lessons or Google meet sessions. - no pyjamas.	Ensure that correct clothing is worn by all taking part in live lessons or Google meet sessions. - no pyjamas.
Attendance and Punctuality	Make sure that my/our child attends sessions set by their teacher. Inform the school when my child is not able to access their remote learning due to illness.	Attend any live sessions set by my teacher.	Encourage good attendance
Class and Homework	Encourage my/our child to work to the best of their ability at all times. Provide support and encouragement in the completion of work set online.	Listen carefully to any instructions given to support my learning. Complete tasks independently as much as possible and to the best of my ability. Complete tasks by the deadlines set by my teachers.	Provide good teaching Deliver appropriate work depending upon ability. Provide regular opportunities for children to submit work and provide feedback.
Behaviour	Encourage my/our child to have high standards of behaviour at all times. Monitor my/our child as they take part in a live lesson or google meet session.	Behave well and polite while attending any live lessons or Google Meet sessions.	Treat all children fair but firmly by applying the school rules. Encourage all children to have care and consideration for each other. Praise and reward when due.
Pastoral support	Let school know if there are any problems likely to affect my/our child's learning.	Tell my teacher/parents if I have any concerns or worries.	Listen and respond quickly to any concerns we may have. Inform parent(s)/Carer(s) of any concerns or worries we may have.
Links with school	Read and respond to all forms of communication i.e. letters on the school website, Marvellous Me, phone calls home.	Read any messages posted by my teacher in my google classroom, to speak to my teacher on the phone and to use jamboards to share my ideas.	Message parents through various forms of communication to keep them up to date.
Extra-curricular/life of the school	Support events that the school involves my/our child in, wherever possible.	To engage in activities that support the daily life and ethos of the school.	Be welcoming at all times and offer you the opportunities to join in with daily life.

