

“Every child is a unique child of God.”

WHINMOOR



ST. PAUL'S
C of E Primary School

Whinmoor St Paul's (VA) C of E Primary School

Remote Learning Policy

Every Child is a Unique Child of God

At Whinmoor St. Paul's Church of England Voluntary Aided Primary School, everything we do is underpinned at all times by the Christian ethos of valuing the individual. We believe that every child is respected as a unique child of God, the future adults in society. We believe children are gifts from God and we are privileged to work with their families and carers, to enable them to live life to the full.

Approved on : 20th January 2021

Signed : R Davies Chair of Governors

Review date: January 2023



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This remote learning policy has been written as guidance for staff and parents during the COVID-19 Pandemic. It sets out the systems and technology that staff will use to keep the learning experience going for children, and details how they can be used effectively and safely, while allowing for the differing needs of families. The school's usual Online Safety Policy and Acceptable Use Agreements still apply at this time but this policy is an addendum in these unprecedented circumstances. The staff remote learning lead is Jennifer Hamilton and any concerns, questions or feedback can be communicated with her through the office email. If you are unable to access the internet or do not have enough devices then please get in touch, we may be able to help.

The policy aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

Roles and Responsibilities:

Teachers

When providing remote learning, teachers must be available between 8:30am and 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.

When providing remote learning, teachers are responsible for:

- Setting work – work to be uploaded weekly
- Collating a Home-Learning pack for children to have at home to use immediately should it be necessary to learn from home
- **In Reception and Year 1:** • Daily phonics lessons • Regular mental maths practise • Daily reading practise • Regular writing practise
- **In Year 2:** • Daily phonics lessons • Regular mental maths practise • Daily reading practise • Daily Maths lessons • Daily English lessons
- **In Years 3, 4, 5 and 6:** • Daily reading practise • Regular spelling practise • Regular mental maths practise • Daily Maths lessons • Daily English lessons
- In addition, RE, science and non-core subjects will be timetabled in line with termly expectations – all work age related. Around 4 blocks of daily learning will be provided. This will mirror the provision they would have received in the daily lessons
- Work will be set at the start of each week, emailed to the IT lead and saved remotely before being uploaded to the website
- Coordinating with other teachers, including those teaching in school, to ensure consistency across subjects and year groups to make sure pupils with limited access to devices can still complete work



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- Providing feedback on work – teachers will communicate through our class emails in the event of a class lockdown. This will be monitored during school hours and a response will be sent as quickly as possible. Pupils can self-mark their own work too if possible. As a minimum expectation work should be submitted by email at least once a week for teachers to analyse and feedback on. Parents of those children in Early Years will submit work through Tapestry. In addition zoom sessions over the week will be timetabled to support assessment and feedback
- For those children that are not in school, class teachers will be expected to make a weekly phone call and be in regular contact via email. This should be done during school hours or at a time agreeable to both teacher and parents. The teacher will be responsible for handling any behavioral issues such as failing to complete work as part of this. Any complaints or concerns shared by pupils or parents should be acted upon following our complaints policy (see website under policies and forms.)
- Staff will be expected to deliver live zoom lessons and check-ins at specific timetabled points in the week, following our Social Media policy, if a class has a bubble burst. This will be conducted in a location which avoids background noise, has nothing inappropriate in the background and follows our dress code.
- Staff will teach the same curriculum remotely as followed in school wherever possible and appropriate. Where possible videos will be used to support and explain learning tasks.
- Following Government recommendations 3 hours of learning will be available to access in KS1 and 4 hours in KS2.

Teaching Assistants

When assisting with remote learning, teaching assistants must be available between 8:30am and 3:30pm to fit in with their normal working 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

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

- Supporting pupils who are not in school with learning remotely – the teacher will be responsible for providing guidance on this
- Supporting live zoom sessions following our Social Media policy. Teaching assistants will be expected to be part of this too, working under the teacher's lead. This will be conducted in a location which avoids background noise, has nothing inappropriate in the background and follows our dress code.



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Use of Zoom as part of blended learning – as part of blended learning in response to Covid 19

The use of Zoom is permitted as a way of communicating to staff and pupils. The following safeguarding points must be rigorously applied when communicating in this way:

- 1) Each meeting will have a one-time only meeting ID.
- 2) The password is a one-time only password
- 3) Pupils will only sign in with the first name
- 4) No parents or other children are to be in the video (parents may only feature for a very short time if they help set up the call for their child but must leave the meeting once their child is logged in).
- 5) All children will be on mute until the teacher unmutes them.
- 6) The teacher will lock the conversation window and emoji tool for all sessions.
- 7) Recording for participants will be blocked and no permission to record on any other devices is given. When the meeting includes children, the staff member will record the session for safeguarding reasons.
- 8) If the staff member does not recognise anyone in the session, they will close the session altogether.

Senior Leaders and Subject Leads:

It will be the responsibility of the IT Lead to upload work to the website, with the teacher emailing the work out to the parents using class emails if a bubble has burst. The IT lead will be responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers remotely to make sure all work set is appropriate and consistent
- Working with 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
- Alerting teachers to resources they can use to teach their subject remotely
- Co-ordinating the remote learning approach across the school
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Monitoring the effectiveness of remote learning – ensure that it is being accessed through regular remote learning meeting with teachers, reviewing work set or reaching out for feedback from pupils and parents

We recognise that some pupils who have special educational needs may need additional support and/or differentiation to access the curriculum from home. Our Special Needs Lead will work with class teachers and parents to adjust home learning provision to best meet the needs of these pupils.

Parents and Pupils



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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
- Be contactable so the class teacher can communicate with families during weekly check in phone calls.
- Be respectful when making any complaints or concerns known to staff

Staff can expect pupils learning remotely to:

- Be contactable during the school day
- Complete work set by the teachers at the time it is expected
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work

School have an allocated amount of DfE provided devices and data SIM cards. Should families be unable to access online learning platforms they are advised to contact the class teacher or the Family Support Lead who will pass on their request to the Head teacher and the IT Lead.

The best way to engage in the school community is to ensure that children regularly submit learning through the class email system so that class teachers can respond and that parents and carers engage with staff via email or phone calls where necessary. We will continue to award weekly certificates to a child in each class to be emailed home. These certificates may be awarded for overall engagement with home learning or a specific piece of work. If a child is self-isolating but continuing to complete home learning, they will still be considered for the weekly certificates alongside the children in school. Our school Twitter page will also be monitored and messages of support and encouragement will be shared.

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 and ensuring that staff are certain remote learning systems are appropriately secure, for both data protections and safeguarding reasons.

Safeguarding Remote Learning

- Staff informed of new/revised practices with clearly explained practical instructions and expectations.
- Remote learning platforms appropriate and allow SLT to monitor lessons.
- Staff are supported via phone or online for technical support.
- Staff are supported via phone or online by a trained DSL or deputy.
- Staff are supported via phone or online for mental well-being.



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- Parents and children supported by welfare phone calls, with mental well-being as well as academic progress in mind. Staff, parents and pupils are signposted to various practical support and guidance available on online safety and how to report concerns.
- Guide parents to support their children in dealing with technology, digital media, online teaching and the associated risks.
- Safe practice reinforced with the children.
- Where staff are remotely accessing the school network, filtering and monitoring systems remain in place.
- Pupils and parents can authenticate who is connecting with them online.
- Staff maintain professional communications via remote learning.
- Live video lessons are never 1:1.
- Staff remain fully compliant with data protection regulations.
- Staff only use school email accounts, school devices (where possible) and approved education programmes, platforms and systems for remote learning that are Data Protection compliant.
- Staff ensure documents, sensitive school and pupil data are kept confidential and secure.
- Staff are to keep equipment and passwords safe and secure.
- School equipment is to be used strictly for school teaching and related projects.
- Staff must refrain from downloading suspicious, unauthorized or illegal software.
- Any items on loan from school must be returned if requested.

Data Protection

Accessing personal data

When accessing personal data for remote learning purposes, all staff members will access the data on a secure server in our IT network. Staff will use school provided laptops to do this rather than use their own personal devices. Should staff's own telephones be used, the number must be withheld.

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.

Keeping devices secure



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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 if left inactive for a period of time
- Not sharing the device among family or friends
- Installing/ keeping the antivirus and anti-spyware software installed
- Keeping operating systems up to date – always install the latest updates

Safeguarding

The safeguarding policy can be found on the school website under the policies and forms tab.

Links to other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy and the coronavirus addendum
- Data protection policy
- ICT and acceptable use policy
- Social media policy
- Online safety policy

We have a clear duty under the Equality Act 2010 to ensure that our teaching is accessible to all pupils. Inclusive PSHE will foster good relations between pupils, tackle all types of prejudice and promote understanding and respect, enabling us to meet the requirements, and live the intended spirit of the Equality Act 2010