

Remote Education Policy

Highwood Primary School



Approved by:	QE committee	Date: 09.02.21
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1. Aims

This remote education policy for staff aims to:

- › Ensure consistency in the approach to remote education for pupils who aren't in school
- › Set out expectations for all members of the school community with regards to remote education
- › Provide appropriate guidelines for data protection

2. Roles and responsibilities

2.1.1 Teachers

All teachers will include 'blended learning activities' as part of their usual planning documentation, in form of PowerPoint slides. Blended learning will give children who cannot access the school building, the ability to join in with our curriculum offer. Teachers will achieve this with limited extra workload by addressing the following:

- ▶ When planning weekly activities for all curriculum subjects, plan for the possibility that the learning may need to take place at home.
- ▶ Make sure that there is a **simplified slide** (It might help for it to be titled 'Blended Learning' so that it is easy to find) that parents and children will be able to engage with and understand that would not require additional input from the teacher.
- ▶ Consider the possibility of recording yourself at the start of the teaching sequence, so that, if required, this could be uploaded to our YouTube channel for parents to see you explaining the task.
- ▶ Consider the possibility of live streaming of classroom teaching for any individuals that might be in isolation.

YouTube presentations and/or live streaming will be considered in cases where large numbers of pupils may be in self-isolation.

When providing remote education, teachers will be contactable via the year group email addresses. If the teacher is in school teaching children who are not self-isolating, then contact will happen around the school working hours.

When providing remote education, teachers are responsible for:

- › Setting work:
 - Teachers will provide work for children who are self-isolating and unable to access the school.
 - Teachers will provide an activity for writing, maths and topic work on a daily basis that matches the timetable for their class.

- This work will be assigned to children's Microsoft Teams accounts by 9am each morning.
- Teachers will set work that broadly follows the number of hours shown in the table below

Key Stage 1 (years 1 & 2)	3 hours a day
Key Stage 2 (years 3 to 6)	4 hours a day

- Children can return completed documents or scans / photographs of work on Microsoft Teams for the teacher to view.
- Parents will be expected to complete the work on a daily basis and submit work back to the teacher. This is to ensure that children don't miss out on any of their vital education.
- If a child is unable to access their remote education because they do not have any access to a digital device, paper copies Blended Learning slides and work sheets will be sent home at least weekly
- If a child is struggling to access their remote education because they are sharing digital devices with siblings / parents, work sheets will be sent home at least weekly

➤ Providing feedback on work:

- Teachers, will review all work submitted by children either by Microsoft Teams, email or paper copies.
- All work submitted will be returned with a comment.
- Feedback will not be given on every piece of work submitted by children.
- Teachers will prioritise children with misconceptions and provide feedback to support their learning.

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

- If children are accessing learning remotely and the school is not receiving regular contact then a member of staff will phone home to check on how the children are doing.
- Teachers will respond to emails and Microsoft Teams messages during working hours and most likely after the school day has finished
- The Assistant Headteachers will have access to all year group email address and Microsoft Teams messages, and will respond if any issues / concerns need clarification
- There will be an expectation that if a child is self-isolating and not experiencing any illness, that any work set will need completing.

➤ Attending virtual meetings with staff, parents and pupils:

- If children are accessing live streamed lessons, our usual behaviour policy and uniform policy will be enforced.
- If children are accessing live streamed lessons, they will need to avoid areas with background noise so that they are able to fully concentrate.

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2.1.2 Teachers – SALT resource unit (The Orchard)

➤ Setting work:

- If an individual child from Resource is self-isolating due to COVID, their class teacher will be responsible for setting work.
- If the entire Resource unit is closed due to COVID, the Resource teacher will be responsible for setting core learning.

2.1.3 Teachers – SEN provision

➤ Setting work:

- If an individual child has an EHCP or is SEN and cannot access the main teaching, differentiated work will be set over Microsoft Teams
- If an individual child has an EHCP or is SEN is using SewSaw to communicate with school before they enter isolation, they will be able to continue using SeeSaw.

2.2 Teaching assistants

When assisting with remote education, teaching assistants will provide support for the children accessing via various forms of technology, so that they have additional explanations to the learning tasks, if required.

Support staff will also help the class teacher with lesson planning / preparation and with providing feedback to children and families.

2.3 Curriculum Leaders

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote education
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Working with other subject leads 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
- Monitoring the remote work set by teachers in their subject – this will follow the school's monitoring schedule and take place through discussion with staff.
- 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 education approach across the school – this will be overseen by the Headteacher
- Monitoring the effectiveness of remote education through:
 - Feedback from staff
 - Feedback from parents
 - Feedback from children
- Monitoring the security of remote education systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

- Liaising with class teachers and Assistant Headteachers to check in on vulnerable pupils. Vulnerable Children Meetings (VCMs) to still be held remotely if school goes into partial of full lockdown.
- Attending virtual meetings with external agencies.

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 education systems and flagging any data protection breaches to the data protection officer
- › Assisting teachers with supporting pupils and parents to access the internet or devices

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- › Be contactable during the school day
- › 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

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 – if you know of any resources staff should point parents towards if they're struggling, include those here
- › 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 education to ensure education remains as high quality as possible
- › Ensuring that staff are certain that remote education systems are appropriately secure, for both data protection and safeguarding reasons

3. Who to contact

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

- › Issues with using remote education software – talk to Nick Allaway
- › Issues in setting work – talk to the relevant curriculum lead or Claire Vaux / Roxanna Capp
- › Issues with behaviour – talk to Assistant Headteacher
- › Issues with IT – talk to Chris Green
- › Issues with their own workload or wellbeing – talk to their Assistant Headteacher
- › Concerns about data protection – talk to the data protection officer – Cindy Edwards
- › Concerns about safeguarding – talk to the DSL – Matt Bevan

4. Data protection

4.1 Accessing personal data

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

- › Use their school log ins to access CPOMS using a school device that has been encrypted.
- › Personal devices are not to be used to store personal information

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses / phone numbers (if members of staff are unable to access CPOMS) as part of the remote education 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 makes sure that it is kept secure and shredded at the earliest opportunity.

All data collection process will be in line with our Data Protection Policy.

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

Please see school's IT Policy for more detailed guidance.

5. Safeguarding

5.1 Covid - 19

Please see safeguarding policy and Covid -19 amendments on the school website.

5.1 Teams Meetings

- › All meetings arranged on Teams between school adults and children is part of the children's home education offer. As such, children in the school are permitted to attend the meeting.
- › For children at home, by allowing them to attend the meeting parents are giving their permission for camera feed to be seen by other members of the meeting.
- › All meetings will include a 'lobby' which allows a member of the school staff to safely permit authorised children into the group
- › A member of school staff will always be present throughout the meeting
- › Children must keep their camera on throughout the meeting to ensure that the school staff are able to visually assess that only permitted children are viewing the meeting
- › While taking part in the meeting, the feed from each child's camera is visible to everyone in the meeting (including those at home and in school)
- › Children must keep their microphones muted throughout the meeting unless asked to unmute by a member of staff
- › Parents must supervise their children throughout the meeting to ensure they are following the rules
- › Parents and children are not allowed to share still images or recordings of the meetings on social media or with members of another household
- › If a member of school staff shares an image of the meeting on social media, they will ensure that only children with social media permissions will be shown and that all names will be obscured

- If a child does not follow the rules of the meeting, a member of the school staff will remove them. They may be permitted to join the meeting afterwards at the discretion of the school staff member.
- The meeting will be cancelled after it has finished to ensure that no one logs into a previous meeting unsupervised.

6. Monitoring arrangements

This policy will be reviewed termly by the Headteacher. At every review, it will be approved by the QE committee, or by the Headteacher and Chair of governors if outside the cycle of meetings.

7. 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
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy