MUSWELL Hill PRIMARY SCHOOL

Remote Learning Policy

Approved by:	Full Governing Body	**Date:** 23/09/20, 28/4/21
Last reviewed on:	23/09/20, 24/02/21	
Next review due by:	04/01/22	

1 of 3 documents:

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8. Appendix A - **Remote Teaching and Online safety in schools – Safeguarding Online Child Protection Policy Addendum updated March 21**

9. Appendix B - **Muswell Hill Primary School Blended Learning Policy and Practice MHPSBlendedLearningPolicyUpdatedFebruary21.pdf**

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 8.30am -4.30pm.

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:

- Planning, teaching, learning, assessing, reviewing cycle for all of their children. (Teaching Standards)

- Teachers should differentiate, scaffold & adapt learning to meet the needs of all of their children.

- Manage the delivery of personalised learning of their pupils who are not able to access the online daily lessons. This needs to be carried out in conjunction with SEN LSAs and the Inclusion Manager.

- Communicate with parents/carers and children if they have any concerns via the class email for parents/carers and SeeSaw for children. Complaints should be raised in line with the communication policy. Firstly, directly with the class teacher and if further concerns arise, via their Phase Assistant Head or Inclusion Manager.

- Safeguarding concerns refer to guidance below.

- Behaviour concerns

- Children not completing work

> Attending virtual meetings with staff, parents and pupils

Please refer to Safeguarding Guidance:

a. Remote Teaching and Online safety in schools – Safeguarding Online Child Protection Policy Addendum updated March 21

b. b. For breakdown of teacher expectations refer to MHPS Blended Learning Policy Updated February 21

2.2 SEN/Inclusion Teaching assistants/Learning Support Assistants

When assisting with remote learning, teaching assistants must be available during their weekly timetabled hours of work.

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 assisting with remote learning, teaching assistants are responsible for:

> Supporting pupils who aren't in school with learning remotely – this may involve supporting learners with SEN who cannot access online learning.

> With prior agreement with the Inclusion Manager, parent/carers and member of staff -visiting children in their gardens to socially distance and support activities or support via zoom or SeeSaw. All work will be guided by the class teacher, Inclusion Manager and conducted in agreement with the member of staff.

> If the school goes into a Tier 4 lockdown, support staff who are not ECV (extremely critically vulnerable) will be expected to attend school and support vulnerable and key worker children who are working remotely from on site. All children will follow the work that their peers are following.   Break times and lunchbreaks will require supervision from the LSA/TA, but they will not be expected to lead direct teaching.

> Attending virtual meetings with staff, parents and pupils

Please refer to the following two pieces of guidance and policy.

a. Remote Teaching and Online safety in schools – Safeguarding Online Child Protection Policy Addendum updated March 21

b. For breakdown of teacher expectations refer to MHPS Blended Learning Policy Updated February 21

2.3 Subject Leads/Phase Leaders of Learning/SENDco

The Inclusion Manager is responsible for co-ordinating the support of pupils with SEND who are not able to access the learning provided by teachers via SeeSaw. This is a small number of pupils who are not able to access learning that is differentiated and supported by heavy scaffolding. These pupils are often on their own personalised curriculum.

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

> 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 – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set

> 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 – the Digital Lead/Computing Leader of Learning in partnership with Phase Leaders

> Monitoring the effectiveness of remote learning – e.g. through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents

> Monitoring the security of remote learning systems, including data protection and safeguarding considerations

> Phase Assistant Head Teachers are responsible for monitoring and supporting learners who are new to English (New arrival EAL, stage 1 and 2). They will liaise with class teachers to ensure suitable effective high-quality learning experiences are still provided.

> Phase Assistant Head Teachers are responsible for ensuring appropriate supportive learning experiences is provided for learners who are vulnerable or disadvantaged within their phase.

2.5 Designated safeguarding lead

The DSL is responsible for:

- Refer to Muswell Hill Primary School's Child Protection and Safeguarding Policy

- Refer Remote Teaching and Online safety in schools – Safeguarding Online Child Protection Policy Addendum updated March 21

Children at home

The school will maintain contact with children who are at home. Staff will try to speak directly to children at home to help identify any concerns. They will use school phones and devices to make calls home. Or, if necessary, they will use personal phones, but they will withhold their personal number.

Staff and volunteers will look out for signs like:

> Not completing assigned work or logging on to school systems

> No contact from children or families

> Seeming more withdrawn during any class check-ins or video calls

Outside school

> Where staff are interacting with children online, they will continue to follow our existing Staff code of conduct, IT acceptable use policy, Information Communication Policy and the Remote Teaching and Online safety in schools – Safeguarding Online Child Protection Policy Addendum updated March 2021

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures as set out in section 3 of this addendum.

We will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too.

2.6 IT staff (Computing Leader of Learning & CNESTO support 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

Contact for this is via the year group email as provided in the 'Meet The Teacher' videos shared on 20th September 20.

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 or teaching assistants/learning support staff

> Alert teachers if they're not able to complete work

Staff can expect parents/carers 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 via the year group email or SeeSaw as communicated

> 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 Key Stage Assistant Head Teacher, phase leader, subject lead or SENCO/Inclusion Manger

> Issues with behaviour – talk to the relevant head of phase group

> Issues with IT – talk to Computing Leader of Learning or IT staff CNESTO

> Issues with their own workload or wellbeing – talk to their line manager

> Concerns about data protection – talk to the data protection officer/Annette Office Manager or Mandi Head Teacher

> Concerns about safeguarding – talk to the DSL Mandi Head Teacher or AHT

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members have been provided with a school ipad. They should use this or a school computer or chrome book to access personal data – never their own phone or personal device.

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.

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 or protected by a passcode

> 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

Refer to the following guidance and policies:

Muswell Hill Primary Safeguarding & Child Protection Policy

Keeping Children Safe In Education September 20 – updated January 21

Staff Handbook Code of Conduct Covid Addendum September 20.

Information shared on TAD 2/9/20 – contact DSL if concerned or unclear in any way.

Personal Devices Policy

Electronic Information and Communications Policy

GDPR Policy

Data Breach Policy

6. Monitoring arrangements

This policy will be reviewed by SLT by December 2020. At every review, it will be approved by the Curriculum and Standards Chair of Governors & Safeguarding Governor.

7. Links with other policies

This policy is linked to our:

> Behaviour policy covid-19 addendum.

> 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