



# pathfield

## SCHOOL

Inspiring interaction

## REMOTE LEARNING POLICY

MODEL DCC	MODEL WITH PATHFIELD ATTACHMENTS	PATHFIELD OWN
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<b>Adopted by Governors</b>	Full Governing Board Chair: Rosemary Mitchell
<b>Date</b>	January 2021
<b>Review Date (Annual)</b>	January 2022
<b>Policy / Procedure checked by: Date</b>	Adam James January 2021

Pathfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This policy will support, promote and be applied with due regard to the requirements of the  SENTIENT TRUST

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**This remote learning policy has been written as guidance for staff and parents during the Covid-19 pandemic.**

**Pathfield school recognises the essential need for pupils to access their learning during the Covid 19 pandemic. To meet the wide range of needs of our pupils, a flexible approach to remote learning is important to support all pupils and their families.**

## **1. Aims**

This remote learning policy aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school.
- Ensure access for all pupils who are not in school through online provision or high quality printed home learning resources.
- Set out the systems and technology that staff will use to support pupils learning at home.
- Set out expectations for all members of the school community with regards to remote learning which promotes engagement, safe access and best practice.
- Provide appropriate guidelines for data protection.
- Remote Learning will be provided for any pupil who is unable to attend the school setting due to Covid related reasons.

## **2. Who does this policy apply to?**

- Any pupil who is absent because they are awaiting test results and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal.
- A pupil's whole bubble is absent because they, or another member of their bubble, have tested positive for Covid-19.
- All pupils if the school is required to close as a result of national or local guidance.
- Any pupils whose family may have anxieties about them returning to school.
- Pupils who are unable to access learning in school for medical reasons.

## **3. Roles and responsibilities**

### **3.1 Teachers**

When providing remote learning, teachers must be available between 0930 and 1500 during term time dates.

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:

- Providing learning resources for all pupils in their class groups.
- Providing opportunities for face to face meeting with pupils and families using Microsoft Teams.
- Offering opportunities for shared/ group interactive online sessions using Microsoft Teams/ Google.
- Setting weekly learning activities that relate to the pupil's typical weekly timetable/ curriculum or where appropriate a pupil's EHCP.
- Where pupils find it difficult to access online learning and interaction, provide high quality physical e.g. printed, home learning resources.

- Provide regular contact to parents and carers to offer guidance and feedback on how best support their pupil's home learning. This will be offered via phone, email or Microsoft Teams.
- Use the Covid Contact logs to record information relating to a pupil's online and home learning e.g. record of conversations with parents, examples of progress etc.
- Use CPOMS to record safeguarding concerns and follow reporting systems as set out in the Child Protection and Safeguarding policy.

### **3.2 Support Staff**

Teaching assistants and other support staff must be available during the school day.

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.

Teaching assistants will support class teachers to facilitate online learning and interactions. This could include:

- Preparing resources for home learning packs.
- Supporting pupils to engage in online interactive sessions with their peers, where appropriate.
- Under the direction of teachers, contact and provide support for pupils to access their learning remotely.

### **3.3 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 – explain how they'll do this, such as 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.
- Deploy staff to support home learning effectively.

### **3.4 Designated safeguarding lead**

Pathfield school is committed to ensuring the safety of all pupils and staff during periods of remote learning. The Designated Safeguarding Lead is responsible for managing and dealing with all safeguarding concerns.

For further information, please refer to the Child Protection and Safeguarding Policy. The DSL will respond to developing key safeguarding issues relating to remote learning and online safety, providing training where appropriate. Alongside the department leads, the DSL will identify and support pupils or families who do not engage or respond to communications.

### **3.5 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.

### 3.6 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although, staff need to consider pupils 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.
- 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.
- Be respectful when making any complaints or concerns known to staff.

### 3.7 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.

## 4. Online access and safety – Safeguarding

### 4.1 Safeguarding

All Pathfield staff delivering remote learning must adhere to current school policies to ensure that communications are conducted safely and in line with best practice. These policies include *Online Safety Policy*, *Data Protection Policy* and *Child Protection and Safeguarding policy*. Teachers will ensure that weekly contact with parents, carers and pupils provides opportunities to discuss concerns and guidance relating learning, wellbeing and safeguarding, including online safety.

When communicating with parents, carers and pupils, Pathfield staff will:

- Maintain regular contact as directed by Senior Leaders.
- Use agreed channels of communication: emails, telephone calls, online platforms (Microsoft Teams and Google classroom).
- Only provide feedback and respond to emails during the school working day or times agreed by senior leaders.
- Refer any concerns to a senior member of staff, should they feel uncomfortable in any way regarding contacting a pupil/parent (safeguarding or other).
- Ensure virtual online meetings and lessons, individual or group, will be timetabled and prearranged with pupils and their families.
- Notify their line manager if they have been unable to make contact with a pupil and their family at least once during the school week.

When leading virtual meetings and lessons, Pathfield staff will:

- Complete virtual meetings and lessons on the school premises. Where this is not possible, staff will agree plans with senior leaders.
- Adhere to the Schools Code of Conduct in terms of professionalism, dress code and other expectations.
- Decide whether chat functions are required on online platforms and disabled these if required.
- Where it is felt appropriate, two staff members can be present at a virtual meeting, e.g. a child protection issue or where previous issues have arisen which have given rise to concerns.
- Avoid areas with background noise.
- Ensure that backgrounds are neutral and do not display any personal information relating to pupils or staff.
- Ensure that pupils accessing virtual sessions at home are in a shared area of their home e.g. kitchen or living room.
- Ask parents who'll also be there to be mindful that other children might see or hear them and anything in the background.
- Maintain records of sessions using Covid contact logs re engagement and attendance.

## **4. 2 Content and Tools**

A range of resources and tools could be used to deliver remote learning. These will be chosen according to individual pupils needs. This may include:

- Microsoft Teams.
- Google Classroom.
- Phone calls and email support.
- Home learning packs and physical resources e.g. reading books.
- Online learning platforms such as Help kidz learn, Phonics Play etc.

The school website includes a home resources and learning page which contains information and links regarding the above content and tools. This will be regularly reviewed and updated.

## **5. Data protection**

### **5.1 Accessing personal data**

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

- Use the school's server or secure cloud service to access their data.
- Use only those devices made available to them by the school or their own secure devices, if approved by the school.

### **5.2 Processing personal data**

Staff members may need to collect and/or share personal data such as email addresses, telephone contact 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.

### **5.3 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.

### **6. Links with other policies**

This policy is linked to our:

- Behaviour policy.
- Child Protection Policy and Safeguarding.
- Child Protection Policy and Safeguarding Covid Appendix.
- Data Protection Policy.
- Online Safety Policy.