



**Meadow Park**

Patience, Guidance and Determination

# Remote Learning Policy

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## Contents

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

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### 1. Aims

This remote learning policy 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
- Plan a programme that's of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers
- Set assignments so that pupils have work each day in a number of different subjects, and monitor pupils' engagement with these assignments
- Teach a planned and sequenced curriculum so that knowledge and skills are built incrementally, with clarity about what's intended to be taught and practised in each subject
- Provide frequent explanations of new content, delivered by a teacher in your school or through curriculum resources and/or videos
- Gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks, and set a clear expectation on how regularly teachers will check work
- Enable teachers to adjust the pace or difficulty of what's being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding
- Avoid an over-reliance on long-term projects or internet research activities
- Ensure consistency in the approach to remote learning for all pupils (Inc. SEND) who aren't in school through use of quality Online and offline resources
- Include continuous delivery of the school curriculum, as well as support of Motivation, Health and Well-Being and Parent support
- Support effective communication between the school and families and support attendance

### 2. Roles and responsibilities

- Associate Headteacher - Ensure policy is adhered to and all pupils have access to a full curriculum and timetable remotely
- Primary Senior Leader and Secondary Senior Leader - Pupil well-being and engagement
- Designated Teacher - Quality assure the suitability of remote learning for CLA pupils and track interaction and progress of CLA pupils
- Lead Learn Facilitator and Student Support - Pupil well-being and engagement
- SENCO - Quality assure the suitability of remote learning for SEN pupils, track interaction and progress of SEN pupils and quality assure Therapist support for all pupils
- The SBM - Ensuring value for money when arranging the procurement of equipment or technology and ensuring that the school has adequate insurance to cover all remote working arrangements.

## 2.1 Teachers

When providing remote learning, teachers must be available between 8:30 and 3:00.

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.

When providing remote learning, teachers are responsible for:

- Setting work :
  - For all pupils that they currently teach
  - For every lesson that pupils will not be accessing in school
  - All work to be uploaded and set by 8:30 on the day of that lesson
  - Upload and set all work on Google Classroom or Education City. The test pupil must be added to all classes on Google classroom.
  - All work should follow Curriculum Maps and Medium Term Plans
  - Ensure that tasks are accessible for all pupils
  - Differentiate tasks
  - Monitor pupil completion of set tasks and track the progress of each individual pupil
  - Put intervention in place for non-engagement
  - Monitor and adjust work to meet the needs of all pupils
- Providing feedback on work:
  - Follow school marking policy
  - Mark online platforms Google classroom and Education city
  - Verbal feedback via telephone
  - feedback given as appropriate to correct mistakes and acknowledge success
  - All work should be marked within a week of completion
- Keeping in touch with pupils who aren't in school and their parents:
  - Direct Learning Facilitator to make regular contact with those pupils that are not attending and complete remote learning progress tracking sheet
  - Use Lead Teacher email addresses to communicate with parents via email – not school email address

- Complaints or concerns from pupils or parents should be discussed with Lead Teachers in the first instance
- Safeguarding concerns should be added to CPOMS and the DDSL or DSL informed immediately
- Any inappropriate behaviours on the online learning platform should be reported to Lead learn facilitator and Student support
- Attending virtual meetings with staff, parents and pupils:
  - Follow school dress code
  - Sit against a neutral background
  - Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they're sharing their screen
  - Use professional language
  - Avoid areas with background noise

## 2.2 Learning Facilitators

When assisting with remote learning, Learning Facilitators must be available between 8:30-3:00.

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.

When assisting with remote learning, Learning Facilitators are responsible for:

- Supporting pupils who aren't in school with learning remotely:
  - Support Teacher in preparing resources
  - Make phone calls or send emails to pupils, as directed by Teacher
  - Offer support with learning over the telephone
  - Liaise with parents/carers
- Attending virtual meetings with teachers, parents and pupils:
  - Follow school dress code
  - Sit against a neutral background
  - Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they're sharing their screen
  - Use professional language
  - Avoid areas with background noise

## 2.3 Lead Teachers

Alongside their teaching responsibilities, Lead Teachers are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subjects remotely to make sure all work set is appropriate and consistent
- Working with Teachers 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

- › Quality assuring the remote work set by Teachers
- › 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 – J. Cleary and P. Devlin MPA
- › Monitoring the effectiveness of remote learning through regular meetings with teachers, reviewing work set, feedback from pupils and parents and online quality assurance
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations – DSL & BM
- › Pupil and parent engagement and well-being –P. Parle and C. Tipton

## **2.5 Designated safeguarding lead**

The DSL is responsible for:

- › Managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

## **2.6 IT systems manager**

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
- › Complete work to the deadline set by teachers
- › Seek help if they need it, from Teachers or Learning Facilitators
- › 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

## **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 school office via telephone 0151 4778100 or email meadowparkknowsley.co.uk and ask for the following individuals:

- Issues in setting work – Lead Teachers: P. Jones, J. O'Brien or A. Chean
- Issues with behaviour – Primary Senior Leader: P. Parle or Secondary Senior Leader: C. Tipton
- Issues with IT – IT Technician: N. Roberts
- Issues with their own workload or wellbeing – Line Manager
- Concerns about data protection – Data protection officer: D. Griffiths
- Concerns about safeguarding – DDSL: A. Clarke or DSL: P. Parle

### **4. Data protection**

#### **4.1 Accessing personal data**

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

- Use set google emails only
- Use an encrypted USB for saving information
- Use only school devices
- No personal data should be entered onto the on line learning platforms.

#### **4.2 Processing personal data**

Staff members may need to collect or share email addresses as part of the remote learning system. No personal data should be entered onto the on line learning platforms. All personal data should be held within SIMs.

#### **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

#### **4.4 GDPR**

The data protection officer (DPO) - D.Griffiths is involved in any plans made for remote working and fully understands and plans for robust GDPR.

- › The school has completed a data protection impact assessment to identify and minimise risks
- › All contracts are GDPR-compliant
- › Shared only the personal data that the online learning platform needs to work

## 5. Safeguarding

The up to date safeguarding policy can be found on the school web site under the policy section.

To ensure the safeguarding of our pupils you must follow these guidelines:

Making phone calls to pupils -

Staff will:

- › Do this through parents' phones only (unless this itself poses a safeguarding risk), particularly in primary school, and in all cases make sure parents are aware and agree
- › Call in school hours as much as possible
- › Make sure someone else at school is aware, and keep a record of the date and time of each call on the school communication log
- › Have a parent/carer there at the child's end, and have the phone on speaker phone
- › Use school devices if possible and do not share personal numbers
- › If possible, have another member of staff on the call
- › If teachers are using video calling, take the same steps as above

Using Google classroom:

- › Ensure consistency in the approach to remote learning for pupils who aren't in school
- › Whether you'll allow pupils to post and comment in the communication 'Stream', or disable this function for them (see below)
- › What they can talk about in posts and comments, if allowed to

(If you disable pupil comments in the 'Stream', pupils will still be able to respond to feedback from their teacher on work they've handed in – they just won't be able to post on the 'Stream' page.)

To disable pupil comments in the 'Stream':

1. Open your class in Google Classroom
2. Click 'Settings' (the cog icon)
3. Scroll down to 'General'
4. Click the drop-down option to the right of 'Stream' and select 'Only teachers can post or comment'
5. Click 'Save'

If you allow pupils to comment, tell them they should only talk about school work in the 'Stream' and that you may 'mute' them, i.e. stop them from posting or commenting (see below), if they post anything that's inappropriate or bullying in nature.

Give parents the chance to opt out of their child posting in the 'Stream' too. If they opt their child out, mute them.

To 'mute' a pupil:

1. Click on a class in Google Classroom
2. Click 'People'
3. Next to the pupil you want to mute, check the box
4. Click 'Actions' > 'Mute'
5. Click 'Mute' again to confirm

To delete inappropriate or bullying posts or comments (you'll still be able to view them if you need to use them as evidence – see below):

1. Go to the class
2. Find the post or comment you want to delete
3. Click 'More' (the 3 dots) > 'Delete'
4. Click 'Delete' again to confirm

To view deleted posts and comments:

1. Go to the class
2. Click 'Settings' (the cog icon)
3. Next to 'Show deleted items', click 'Show' to toggle on
4. Hide the deleted items again by clicking 'Hide' to toggle off
5. Click 'Save' to save your changes and return to the 'Stream' page

Microsoft Teams Live stream

Teachers should:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Sit against a neutral background
- Avoid recording in their bedroom if they can (if that's not possible, use a neutral background)
- Dress like they would for school
- Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they're sharing their screen
- Use professional language
- To disable chat for pupils, uncheck the 'Q&A' setting when you schedule your live stream.

## **6. Monitoring arrangements**

This policy will be reviewed Termly by J. Cleary, Associate Headteacher. At every review, it will be approved by Chair of Governors, Mr J. Thompson.

## **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