

THE WEMBLEY SCHOOLS FEDERATION

LYON PARK PRIMARY SCHOOL

REMOTE LEARNING POLICY



Approved by:

Provision & Effectiveness

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Plan to be implemented in the instance of Covid-19 causing:

- a local outbreak (London) and schools are asked to close temporarily for most pupils (Tier 4) or
- individuals or groups of children need to self-isolate due to Covid-19.

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 to work between 8:30am and 3:30pm with a one hour lunchbreak.

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 / leave of absence procedures.

When providing remote learning, teachers are responsible for:

Setting work for their class including if they may need to cover for other classes

- Teachers need to set differentiated work that reflects the sequence of learning outlined in the curriculum overviews so that knowledge and skills are built on and meets the needs of all children (including SEND) being taught.
- Teachers must plan a programme that is of equivalent length to the core teaching children would receive in school.
- Learning should as far as possible reflect the curriculum subjects taught over the day/week.
- Teachers must follow the following elements as outlined by The Education Endowment Foundation (EEF), which has found that the effectiveness of remote teaching is determined by many of the same factors as determine the effectiveness of live classroom teaching:
 - ensuring children receive clear and frequent explanations of new content.
 - supporting growth in confidence with new material through scaffolded practice.
 - application of new knowledge or skills.
 - enabling children to receive feedback on how to progress.
- At least 2 videos of lessons should be uploaded every day. Where it is appropriate, links may be made with Oak National Academy or other appropriate resources.
- There may be some live lessons that are delivered; this will be agreed with the relevant SLT member.
- Teachers will use myON to ensure that children have access to reading books and that they are continuing to read fluently.
- The work should be set by Friday afternoon at 3:30pm.
- All lessons/tasks work must be uploaded to Microsoft Teams.
- Teachers must continue to liaise with their staff team and SLT. Meetings days and times will be agreed by the SLT and staff team.
- Teaching must not set long term or internet research activities.

- Providing feedback on work:
 - Children can send any completed work to teachers via Microsoft Teams; an email of remoteteaching@lyonpark.brent.sch.uk will be created for parents/carers to contact a member of the Admin / SLT if any issues arise.
 - Feedback must follow the school's Marking & Feedback Policy.
 - Teachers will ensure that the school's assessment procedures are followed and that lessons are adapted in order to challenge or address gaps emerging, e.g. Target Tracker, Accelerated Reader.
 - Teachers should respond to any emails and / or comments on Microsoft Teams classrooms from parents/children within 48hours (not including weekends or if absent from work).
 - Year Groups should aim to meet via Microsoft Teams at least once a day to review and reflect; these will be minuted and sent to the relevant AHT.

- Keeping in touch with children who aren't in school and their parents/carers:
 - Emails/Messages received from parents/carers and children are to be checked between 8:30am and 3:30pm, Monday to Friday. Emails must be replied to within 48hrs (excluding the weekend or if absent) and must only be sent between these times.
 - Any issues that are received are to be dealt with professionally by the class teacher. If necessary, teachers to contact a member of SLT for advice.
 - A daily welcome via Microsoft Teams will take place in which the teacher will take the register and explain the timetable of the day.
 - If children do not attend the session, contact is to be made with those children via a telephone call from a withheld number. Contact should be polite and encouraging. Teachers must not give out any personal details. Any concerns should be escalated to and SLT member.

- Attending virtual meetings with staff, parents/carers and children:
 - Staff must follow the school's Dress Code Policy.
 - Staff must be mindful of locations and ensure that there is nothing inappropriate within sight / background. Staff to use a virtual background as and when needed.

2.2 Support staff

When assisting with remote learning, support staff must be available to work between 8:30am and 3:30pm with a one hour lunchbreak.

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 / leave of absence procedures.

- When assisting with remote learning, support staff are responsible for:
 - Supporting children with learning remotely via Microsoft Teams when requested; this could include via phone call from a withheld number.
 - Teaching Assistants will be directed by SLT, the class teacher or SENDCO.

- Attending virtual meetings with staff, parents/carers and children:
 - Staff must follow the school's Dress Code Policy.
 - Staff must be mindful of locations and ensure that there is nothing inappropriate within sight / background. Staff to use a virtual background as and when needed.

2.3 Subject leads

Alongside their teaching responsibilities, as outlined above, subject leaders are responsible for:

- Working with and supporting teachers to ensure that all work set is appropriate and consistent and meets the needs of all children.
- Monitoring the work set by teachers in their subject.
- Review long and medium term plans and liaise with teachers / SLT to identify coverage and support with adaptations.
- Alert teachers to resources they can use to teach their subject remotely.

2.4 Senior leaders

- Co-ordinate the remote learning approach across the school; review and adapt as needed.
- Ensure that staff receive appropriate CPD for Microsoft Teams.
- Ensure all children can access remote learning liaise with the IT Manger to identify children who do not have access to a device and provide a school loan laptop / BT hotspot. Where this is not possible. Identify ways for families to access work, which can be printed.
- Make contact with families of children not attending sessions; liaise with relevant agencies and agree clear actions.
- Monitoring the effectiveness of remote learning – reviewing work set by teachers weekly, monitoring engagement and outcomes, taking action where required.
- To have daily contact with staff.
- Monitoring correspondence between parents / carers and staff.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Coordinate with the school catering company to ensure that families in receipt of Free School Meals receive food parcels / vouchers as per Government Guidance.

2.5 Designated Safeguarding Lead (DSL) / Deputy Designated Safeguarding Leads

The DSL is responsible for:

- Liaising with the Office Team in relation to any absences of vulnerable children including those with a Child Protection / Child in Need Plan.
- Maintain weekly contact with these children and ensure that these calls are logged.
- Carry out the role as outlined in the school's Safeguarding and Child Protection Policy.

2.6 IT Manager

The IT Manager is responsible for:

- Creating class emails
 - Fixing issues with systems used to set and collect work.
- Helping staff with any technical issues they're experiencing.
- Reviewing the security of systems and flagging any data protection breaches to the Data Protection Officer.
 - Assisting children and parents/carers with accessing the internet or devices.

2.7 Children and Parents / Carers

Staff can expect children to:

- Be contactable during the hours of the school day (9:00 am – 3:00pm), although they may not always be in front of a device the entire time.
- Seek help as needed, from teachers or support staff via a comment on Microsoft Teams or an email via remotelearning@lyonpark.brent.sch.uk.
- Alert teachers if they're not able to complete work via usual methods e.g. call or email the school office.

Staff can expect parents/carers to:

- Make the school aware if their child is sick via the usual procedures of contacting the school office.
- Seek help from the school if they need it via Microsoft Teams or an email via remotelearning@lyonpark.brent.sch.uk.
- Have a dialogue with a member of staff if there is a reason why their child is not completing the work.
- 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 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 – relevant subject lead / AHT / DHT.
- Issues with behaviour – relevant AHT / DHT.
- Issues with IT – IT Manger.
- Issues with their own workload or wellbeing – Line Manager / DHT / HT.
- Concerns about data protection – HT.
- Concerns about safeguarding – talk to the DSL / Deputy DSL

All staff can be contacted via the school email addresses / Microsoft Teams.

4. Data protection

4.1 Accessing personal data

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

- not share any contact details with third parties.
- SLT have the ability to locate personal details of families when required. SLT are not to share their access permissions with other members of staff.
- Office staff will supply class staff with the phone numbers of their class's families. This should be kept in a secure place/document and not shared with any 3rd party.
- School laptops and iPads are the school's preferred devices to be used when accessing any personal information on children.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions. While this may be necessary, 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).
- Making sure the device locks if left inactive for a period of time.
- Not sharing the device among family or friends.

5. Safeguarding

The school's Safeguarding and Child Protection Policy must be adhered to by all staff and is available on the website. All staff have received annual safeguarding training.

6. Monitoring arrangements

This policy will be reviewed monthly with regard to its implementation by the Senior Leadership Team. The policy will be agreed by the Provision and Effectiveness Governors' Committee.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding and Child Protection Policy
- Data Protection Policy and Privacy Notices
- Home-School Agreement
- ICT and Internet Acceptable Use Policy
- Online Safety Policy

<https://www.gov.uk/government/publications/remote-education-good-practice/remote-education-good-practice>