Willow Bank Infant School

Remote Learning Policy

Approved by	FGB
Review Period	Annual
Approved	January 2021
Next Review	January 2022

Willow Bank Infant School Remote Learning Policy
Aims

This remote learning policy for staff and parents aims to:
- Ensure consistency in the approach to remote learning for pupils who are not in school;
- Set out expectations for all members of the school community with regards to remote learning;
- Provide appropriate guidelines for data protection.

This policy should be read in conjunction with national standards and other relevant local and school policies, procedures and guidelines including but not limited to:

e-Safety Policy

Safeguarding Policy including the Covid-19 Addendum

Data Protection Policy

Home School Agreement

2. Roles and responsibilities
2.1 Teachers

When providing remote learning to the whole class, teachers will be available between 9am and 3:30pm to respond to questions from pupils and parents about the remote learning that has been set. Teachers will aim to respond during the same day where possible.
Where a teacher is unable to teach from home for any reason during this time, learning will be set by the other teachers from the year group who will be familiar to the children.

When providing remote learning, teachers are responsible for:
- Setting Remote Learning:
  - Teachers within a year group are responsible for setting the remote learning for the year group;
  - Class teachers should ensure their class members have access to the learning set;
  - Each class should have at least three pieces of remote learning set per day.
  - Microsoft Teams will be used to set assignments with links to any pre-recorded lessons.
  - Teachers should view all Oak Academy lessons/White Rose that have been set in their entirety to ensure that they match the learning intentions required for the class and year group. Teachers in year groups and key stages should co-ordinate with other year group and key stage teachers to ensure consistency across all classes and groups within the year group and Key Stage.
  - Alternative, paper-based learning materials will be provided on a weekly basis for pupils without access to online materials.

- Providing feedback on work:
  - Class teachers will provide details of the learning that is expected to be returned electronically and by when. Teachers are not expected to mark or feedback on any other work sent to them from parents to ensure that this is

manageable. However, teachers are expected to communicate with parents to ensure their involvement and that they feel supported.

- o Where this is needed, any paper-based learning from home should be brought into school when the children return. Class teachers will look through the learning completed when this returns to school and provide any necessary feedback within one week.
- o Class teachers and teaching assistants will provide some contact with each child within their class at least on a daily basis via Teams; which can include feedback on the child's engagement in remote learning/marking of work.

- Keeping in touch with pupils who are not in school and their parents:
  - o Where the whole class or year group is learning remotely, the class teacher will make regular daily contact with the children via Teams.
  - o **Teachers are not expected to answer emails or questions received by pupils or parents online outside of school hours 9am-3:30pm**. Teachers should respond where possible to questions the same or following day.
  - o Teachers should make the Leadership Team aware of any safeguarding or general concerns or complaints raised by parents or pupils as soon as possible by telephone, email or in person as usual.
  - o Teachers should raise any concerns about pupils failing to complete learning with their parents and agree with their parent's any necessary reasonable adjustments where these are justifiably required to support a child's individual needs.

- Attending virtual meetings with staff, parents and pupils:
  - o Dress Code: Staff should dress in the same professional manner for virtual meetings as they would in school. Children are expected to wear appropriate clothing.
  - o Locations: Staff should ensure the location for the virtual meetings is appropriate. Plain, neutral backgrounds are recommended to reduce distraction for pupils. Staff can choose to 'blur' their background to provide a plain, neutral background. Staff should avoid areas with background noise and be advised to remove any photographs/information that relate to them personally.

2.2 Teaching Assistants
When assisting with remote learning, teaching assistants are expected to be available for their usual working hours in school.
If they are 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 are in school with learning remotely, which includes:
  - o Supporting pupils on an individual basis;
- Attending virtual meetings with teachers, parents and pupils:
  - o Dress Code: Staff should dress in the same professional manner for virtual meetings as they would in school.

o Locations: Staff should ensure the location for the virtual meetings is appropriate. Plain, neutral backgrounds are recommended to reduce distraction for pupils. Staff can choose to 'blur' their background to provide a plain, neutral background. Staff should avoid areas with background noise.

2.3 Inclusion Lead
Responsibilities:
- The Inclusion Lead will work with teachers to co-ordinate remote learning for children with SEND across the school; ensuring that the learning set is appropriate for their needs by working with teachers.
- Inclusion Lead will monitor the remote work set by teachers
- Inclusion Lead should alert teachers to any useful resources they can use to teach their class remotely.

2.4 Headteacher
Alongside other responsibilities, with support from the leadership team the head teacher is responsible for:
- Co-ordinating the remote learning approach across the school.
- Ensuring the effectiveness of remote learning through regular meetings with staff and by reaching out for feedback from pupils and parents.
- Ensuring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead
The DSL is responsible for:
- Identifying the most vulnerable children in school and their needs for remote learning.
- Updating and managing access to child protection files, where necessary.
- Liaising with children's social workers where they need access to children in need and/or to carry out statutory assessments.

2.6 Staff, Parent and Pupil Expectations
Staff can expect pupils learning remotely to:
- Engage with remote learning to the best of their ability; including online learning on a daily basis; completing the learning that has been set by their class teacher.
- Seek help if they need it, from available 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 unwell or otherwise unable to complete their learning.
- Seek help from the school if they need it – e.g. if they are unable to access learning due to technical issues or a lack of resources. Willow Bank Infant School will seek to provide alternative resources where possible so that no child misses out on their entitled learning opportunities.
- Alert the class teacher or where appropriate a senior member of staff confidentially to raise a concern.

2.7 Governing Body
The Governing Body is responsible for:
- Monitoring the school's approach to providing remote learning to ensure education remains as high quality and as close to the planned curriculum 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 class or year group teacher.
- Issues with behaviour – talk to the relevant teacher or phase leader.
- Issues with IT and concerns around Data Protection – talk to Mrs Sutton (admin@willowbank-inf.wokingham.sch.uk)
- Issues with their own workload or wellbeing – talk to the Headteacher: Mrs Masters (head@willowbank-inf.wokingham.sch.uk)
- Concerns about safeguarding – talk to a DSL: Mrs Masters or Mrs Killick (dkillick@willowbank-inf.wokingham.sch.uk).

4. Data protection
4.1 Accessing personal data
When accessing personal data for remote learning purposes, all staff members will:
- Use secure cloud service providers such as Microsoft apps linked to your school email account.
- Ensure the use of these applications and service provided is password protected.

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. Only school email addresses for pupils and staff should be used for remote learning purposes. 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.
- Not sharing the device among family or friends.
- Installing antivirus and anti-spyware software updates.

• Keeping operating systems up to date – always install the latest updates.

5. Safeguarding
We would like to stress the importance of safeguarding all pupils during live meetings:

By accessing any of the learning materials provided, users are agreeing with all of the school's policies which can be found on the school's website. These policies highlight the responsibilities of all users, including showing respect and courtesy for all other users, students, parents and staff in our school community.

It also includes the strict prohibition of cyber bullying, online harassment and the use of inappropriate language in any communication. Any misconduct online will be treated in the same accordance with other school policies.

Users do not have permission to reproduce or share any of the learning materials, videos or content, which includes recording videos or images on other devices. **This means that parents are not allowed to take pictures/ recordings of any live sessions. If you do take pictures, your class teacher will remove you/your child from the session, and you will not be invited to take part in future sessions, until we have confidence you will support our school policy.**

All users must comply with legal restrictions regarding the use of digital platforms and social media.

Staff must ensure that no sessions are able to be accessible to parents or pupils without staff supervision.

An adult should be nearby whilst pupils are in a virtual classroom (to offer support if needed), but please note, these sessions are set up for pupil to staff interaction and parents need to avoid communicating with staff about anything other than the work set in the session. If parents have any other queries or comments, they need to email the teacher directly.
The use of the Microsoft Teams pupil login is to be used for the sole purpose of linking home to school, the use of pupil login for any other purpose may result in your account being suspended.

If you become aware of any potential or actual safeguarding concerns, please contact Mrs Masters or Mrs Killick as soon as possible, with details of your concern. Thank you.