



Whitehall Nursery and Infant School

Remote Learning Policy

Contents

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

1. Aims

This remote learning policy for aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school due to isolation, partial closure of year groups or full school closure
- Set out expectations for all members of the school community, including parents, pupils and teachers, with regards to remote learning
- Provide appropriate guidelines for data protection

2. Roles and responsibilities

2.1 Teachers

Teachers 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 to the Headteacher or Deputy Headteacher, using the normal procedures by 8.00am. Their Year group colleague, working with SLT, will ensure that appropriate provision can be made for the class based on planning already prepared.

Teachers are responsible for:

Setting work:

- Planning weekly work for their year group in liaison with year group partners. This must include daily Maths and English as well other tasks from across the foundation curriculum.
- Posting daily lessons by 9.00am each school day on Year Group page on website/ Google Classrooms as near as possible to the lessons being delivered in school
- Set age appropriate, differentiated activities through online learning resources such as Busy Things, Google Classrooms and Oak National Academy.
- It is the class teacher's responsibility to ensure that all children are catered for. Those children unable to access work online should be identified and SLT informed. A pack of paper-based learning can then be prepared for them.

- Online safety curriculum should be included using 'Thinkuknow' website. <https://www.thinkuknow.co.uk/parents/support-tools/home-activity-worksheets/>. The page has been created to support parents during COVID-19 and the closure of schools.
- Home activity packs contain activities that can be completed at home to support children's online safety at a time when they will be spending more time online.

Providing feedback on work:

- Pupils can send any completed work to teachers via year group emails, or 'turn-in' work directly on Google Classrooms
- Teachers can email back feedback or respond through comments function on Google Classrooms if required
- Teachers should respond to any emails from parents/children within an appropriate time frame
- Any exceptional work can be shared by each class teacher and be celebrated in weekly online celebration assembly

Keeping in touch with pupils and parents:

- Emails received in the year group email from parents and pupils will only be checked between 9am and 3.30pm, Monday to Friday, and responded to within a reasonable timeframe, between these times. Anyone can respond to year group enquiries, it does not have to be the class teacher.
- Any issues that are received are to be dealt with professionally by the class teacher, and the Headteacher, Deputy Headteacher or year group lead should be BCC'd (blind copied) in the communication. If necessary, teachers are to contact the year group leader or member of SLT for advice.
- Teachers are to attempt to make contact with all pupils in their class by the end of the first week of isolation and then every 7 to 10 days in case of a larger group closure. This communication may be via telephone call, when in school or from a withheld number if they have not engaged with online learning. Contact details can be accessed from SIMS (please ensure you log off and do not share information with a third party). Teachers are to record all contacts with parents on internal systems within school and add any relevant actions. Example: '**Telephoned Mum offered support during home learning and I spoke with child who is getting on well. No concerns.**'
- Teachers are to alert their Key Stage Leader with each contact made or if there is a safeguarding concern alerts the DSL, deputy DSL or Mrs Ware as part of inclusion team.
- Contact should be polite and encouraging. Teachers must adhere to the email policy and not give out any personal details. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly. We would encourage parents to ensure that their child's work is completed on time. Although we understand our parents are doing their best, in extremely testing times.

Attending virtual meetings with staff, parents and pupils:

- Virtual meetings for staff may be necessary should there be a period of lock down. These will be arranged via Zoom and invites sent via school emails. These meetings will only ever be recorded if requested by non-attendees and agreed by all participants
- Locations for meetings: staff are requested to avoid areas with background noise, nothing inappropriate in the background

2.2 Teaching assistants and LSAs (SEN Team)

Teaching assistants are expected to be available during school closures to support their year group team, Mon to Fri. During this time they are expected to help support teachers and be directed on how to support. 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 and LSAs are responsible for:

- Supporting pupils with learning remotely by making bespoke learning packs and supporting children they may usually work with in class, as part of a bubble.
- When requested by the SENCO, attending virtual meetings with teachers, parents and pupils
- Attending virtual staff meetings/year group meetings as and when required.

2.3 Year Group Leaders

Alongside their teaching responsibilities, as outlined above, year group leads are responsible for:

- Monitoring the work set by teachers in their year group – Review work set regularly on the website
- Supporting colleagues with online learning and curriculum provision for their year group area in the event of whole year group isolation or prolonged closure.
- Regularly review and monitor the use of online resources for your year group (e.g Google Classrooms, Busy Things, Oak National Academy and Twinkl)
- Reporting any concerns to SLT

2.4 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
- Reviewing work set by teachers, monitoring , monitoring email correspondence between parents and teachers
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Responding to concerns regarding provision raised by parents, curriculum leads or Key Stage leaders

2.5 Designated safeguarding leads

The DSLs are responsible for:

- Maintaining contact, collating, passing on information and responding to any concerns raised by staff, through usual Safeguarding channels (MASH). Our Child Protection Policy is on our website under policies.

2.6 Computing Lead

The computing lead is responsible for:

- Creating class email accounts
- 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 systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing Google Classrooms

2.7 Pupils and parents

Staff can expect pupils to:

- Log in to Google Classroom / school website and undertake tasks set by their teacher during the hours of the school day.
- Seek help if they need it, from teachers or teaching assistants via Google Classrooms or year group email address
- Alert teachers if they're not able to complete work

Staff can expect parents to:

- Seek help from the school if they need it – staff to direct parents to the document 'Remote Learning – A Guide for Parents & Carers'.
- Be respectful when making concerns known to staff
- Encourage their child/children to complete the work set for them
- Contact school should they require alternative provision e.g. printed pack of work

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 – talk to the relevant subject lead or SENDco
- Issues with behaviour – talk to the relevant year group leader/SENDco
- Issues with IT – contact IT lead in school or go straight to LA ICT
- Issues with their own workload or wellbeing – year group leads/SLT
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding or family welfare issues – talk to the DSL/Inclusion team
- Include contact details where necessary.

4. Data protection

4.1 Accessing personal data

When accessing personal data, all staff members will:

- Teachers and SLT will be able to access parent contact details via SIMs if working in school, or via file shared through secure staff drive.
- School laptops and iPads are the school's preferred devices to be used when accessing pupils' personal information.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses and phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and does not require explicit permissions.

While this may be necessary, staff are reminded to collect 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
- Keeping operating systems up to date – always install the latest updates

5. Safeguarding

Please see the current Child protection policy and any additional updates concerning safeguarding in relation to home learning

6. Policy Review Arrangements

This policy will be reviewed as and when updates to requirements for home learning are provided by the DfE by SLT

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- E-safety policy
- Outbreak policy
- Schools Covid 19 Operational Guidance Document

Staff Responsible:	Headteacher/SLT
Last Updated:	January 2022 (version 3)
Date of Review:	April 2022

Appendix:

Remote Learning – A Guide for Parents & Carers:

This is a general guide for parents and carers, should you and your family be requested to self-isolate for a period of time. We aim to implement remote learning from your child's second day of absence. There are 2 general scenarios outlined below; the first scenario where your child is not permitted to attend school and the second outlines the actions in the case of a whole bubble not being permitted to attend school.

Lessons and activities will be uploaded or linked on **Google Classrooms** which children have begun to use in school. The exceptions to this are Nursery, who will continue to use **Tapestry** and Reception and Year 1 who will use **Class Blogs** in addition to Google Classrooms. Your child will have been provided with a log-in and password. There will also be links to other key sites children already have a log-in for (Bug Club (reading), Spelling Shed and TTRockstars.)

Circumstance	Remote Learning Provision
<p>My child (<i>and their siblings if they are also attending Whitehall Infants</i>) is absent because they are awaiting test results and our household is required to self-isolate. The rest of their school bubble is attending school and being taught as normal.</p>	<ul style="list-style-type: none">• Activities will be uploaded or linked on Google Classrooms and the school website.• Maths lessons uploaded to Google Classroom, following on/mirroring the maths being covered in the classroom at that time. This may be a combination of 'White Rose Maths' videos (the scheme used in school) or Oak National Academy lessons.• English tasks uploaded to Google Classroom following the sequence of learning that would be happening in school. The quantity will be dependent on age/stage of your child. Some/all of these will be 'turned in' to your child's class teacher on Google Classroom for marking. This will include spelling, grammar, writing and reading. .• RML sessions/tasks: Phonics lessons– this might be video links• Topic task(s) tasks in Science, Geography, History, Art, Music and RE mirroring what is being taught in school. Some of these lessons may be linked to the Government's 'National Oak Academy' lessons.
<p>My child's whole year group bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19. OR We enter another 'lockdown' with total school closure</p>	<ul style="list-style-type: none">• A brief greeting from your child's class teacher to outline the activities for the day• Maths lessons uploaded to Google Classroom, following on/mirroring the maths that would have been covered in school at that time. This may be a combination of 'White Rose Maths' videos (the scheme used in school), the teaching slides shared in the classroom and resources/worksheets used in the classroom.• English tasks uploaded to Google Classroom following the sequence of learning that would be happening in school. The quantity will be dependent on age/stage of your child. Some/all of these will be 'turned in' to your child's class teacher on Google Classroom for marking. This will include spelling, grammar, writing and reading.• RML sessions/tasks: Phonics lessons– this might be video links• Topic task(s) will be uploaded to Google Classroom for children to complete and hand in virtually. This will be lessons your child would have had in class this term which can be most easily adapted to remote learning. Some may be in the form of links to lessons provided by Oak National Academy.• 1:1 support if your child receives 1:1 support and they are isolating, a more bespoke programme of support will be set up. This may include calls with your child's 1:1 support. They will usually be expected to still complete the learning set on Google classroom.

** The video learning sessions will not be facilitated by your child's class teacher if the teacher is the one experiencing Covid symptoms and the reason for the bubble closure. We know our parents will understand that the health and wellbeing of our children, families and staff is paramount*

Oak National Academy resources can be found at: <https://classroom.thenational.academy/schedule-by-year>