



NORTHSIDE Primary School

Remote Learning Policy

Last review: January 2021

Ratified: October 2020

Review: October 2021

Rationale

With the continuation of Covid 19, there is a strong possibility of a local lockdown or the closing of a bubble to protect the Northside Community. This policy outlines our response.

Key Principles

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
- Support and provide all children, where possible, with computer devices so they can access the learning.

Northside Values

- RESPECT** to value our needs, beliefs and each other
- PRIDE** to have confidence in our abilities and celebrate success
- INCLUSION** to work together with families and our diverse community to become life-long learners
- CHALLENGE** to have high expectations of ourselves so we achieve our best
- CREATIVITY** to creatively express our feelings and ideas
- RESILIENCE** to develop life skills so we fulfil our potential

UN Rights of the Child:

Article 28: Every child has the right to an education

In Practice

Teachers

When providing remote learning, teachers will be available between 8:45am and 3:45pm each 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 (phone Liz number in the staff handbook).

When providing remote learning, teachers are responsible for:

- Setting work for their class on a daily basis and must be a balance of online activities and written activities. It will include;
 - one maths activity
 - one English activity
 - including a reading activity
 - one foundation subject activity and
 - one well-being activity
- The work will be available on the class page from 8:45am each morning
- EYFS work will be uploaded onto Tapestry and staff will provide comments and next steps when appropriate.

- Home learning by the children will be uploaded on to the secure class blog.
 - Teachers will give feedback to the children on the blog.
- If teachers are teaching in school as well as remotely they will be given release time to upload work on a daily basis.
- Blended learning (the combination of online educational materials and opportunities for interaction online with the class teacher) will be in place in the form of virtual registration and 1:1/ small group work for some identified children.

Communication

Teachers will keep in touch with pupils via the class blog with a general daily message. Parents can use the class emails/mobiles to liaise with teachers and queries will be answered within working hours within 48 hours or sooner.

Teachers should inform a member of the safeguarding team if a child is not completing work daily so they can make the contact with the parents.

Teaching Assistants

When assisting with remote learning, teaching assistants must be available between their normal working hours.

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, teaching assistants are responsible for:

- Supporting identified pupils who aren't in school with learning remotely
- This may require
 - Attending virtual meetings with the pupils, this will take place either on Zoom or Microsoft Teams using a school account.
 - Ensure you follow our normal dress code
 - Ensure locations are appropriate
 - Ensure that parents are present at all times
 - Phoning to give verbal pointers or emotional support
- Monitoring uploaded work and give feedback.

Subject leaders (including Inclusion leader)

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent
- Monitoring the remote work set by teachers in their subject by checking class pages
- Alerting teachers to resources they can use to teach their subject remotely
- Alongside the class teacher co-ordinating remote learning for children with SEND across the school.

Senior leaders

Senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning through regular discussions with teachers and subject leaders, reviewing work set or surveying pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Pupils and Parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although consider they 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

Governing Body

The governing body 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

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 Lucy Mulvihill-Ellis/Sarah Glancy
- Issues with behaviour – talk to the Safeguarding Team
- Issues with IT – talk to Turn On IT, 01865 597620
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the headteacher who will contact David Powell the data protection officer
- Concerns about safeguarding – talk to the DSL team, Jonathan Harper.

Accessing Personal Data

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

- Access the data from Integris using a school laptop

Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Ensuring they do not share their passwords with anyone
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends

