

Stoke Row CE School



Remote Learning & Virtual Meeting Policy

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Committee	Teaching and Learning
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Headteacher	Charlotte Whittle
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'Shine like stars and become light in our world'

At Stoke Row School we aim for our children to have the brightest futures, each one nurtured individually to be a guiding light with a unique sparkle.
We teach one another to live with kindness and respect.

We help our children to understand that with courage and perseverance they can excel.

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1. Aims

This remote learning and virtual meeting 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 and virtual meetings
- Provide appropriate guidelines for data protection

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 9am and 3.15pm but will have break times in line with the usual school day.

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependant, they should report this using the normal absence procedure.

When providing remote learning when the whole school is learning from home, teachers are responsible for:

- Setting daily work for their class – this will include a literacy activity, a maths activity and a piece of topic work
- The work being provided by 5pm the day before
- The work being posted on Class Dojo by Bubble and Raindrop class teachers and uploaded onto TEAMS for River and Ocean class
- Making sure that for those pupils unable to access technology from home, individual arrangements are put in place to provide pupils with work
- Feeding back once a day to pupils on the work they return

- In a situation whereby the whole school is learning remotely, teachers will have one 'live' contact with their class each day. This may be introducing a literacy activity (starting the children off with an explanation or modelled example) or in maths, introducing an open-ended problem solving activity. Alternatively, teachers may provide additional pre-recorded explanations for certain subject areas such as phonics. Live sessions would last no longer than 20 minutes.

Keeping in touch with pupils who aren't in school and their parents:

- When contacting parents remotely, meetings will be held over the TEAMS platform or via telephone
- When responding to pupils or parent queries, teachers will not be expected to reply to e-mails outside of the school day
- If parents or pupils have any complaints or concerns, these will be dealt with in line with our usual complaints procedure and escalated to the Headteacher when judged necessary by the teacher
- For any pupils not regularly completing work online, teachers will contact the family to understand the reason for this and to offer support

Providing work for pupils who are self-isolating awaiting a test:

For instances whereby work is being provided to individual pupils due to Covid-19 symptoms, the test and trace process, or self-isolation, the teachers will have prepared a weekly outline for home learning in advance and will send this at the end of the first school day of absence for the family to follow that week. We will be using The Oak National Academy for our maths provision, an individual description of the Literacy lesson and one other topic activity each day. In order to manage workload and balance the needs of the whole class, teachers will feed back on the work completed at the end of the week.

Attending virtual meetings with staff, parents and pupils:

- Staff will always present a professional image – dressing in normal working clothes
- Staff will adjust the tilt and position of their laptop to ensure their full face is showing
- Staff will ensure their background environment is not overly intrusive, inappropriate or distracting

If possible they will:

- Use a headset or headphones to keep conversations more private
- Either select a neutral background (e.g. a wall) or use blur to reduce distracting backgrounds

It is recognised and appreciated that many people are working from home where options are limited. If staff or those we are meeting with do not feel able to use video conferencing, it may be necessary to join meetings by audio only.

Video conferencing between professionals is relatively risk free, but teachers must still ensure that they do not inappropriately expose information:

- Staff will make sure their camera does not have view of confidential documents
- Staff will ensure they are not overheard or visible from another room or outside
- If staff are interrupted, they will pause the meeting until the interruption is over

Sometimes interruptions are unavoidable, particularly if children are being looked after in the house. Staff will have a plan ready for what they will do if this happens and prepare whoever they are meeting with for the possibility that they might be interrupted.

During coronavirus restrictions, face to face contact must be restricted. Video meetings offer a way to minimise physical contact while still having rich and meaningful interactions with the people we are supporting. Staff will ensure they:

- have agreement with the person to use this method of communication
- know when and how they will be contacted
- take good notes and listen carefully – they will ask if they need something to be repeated
- are aware that video contact can be more of a strain than meeting face to face and ensure they take this into consideration when planning meetings

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9am and 3.15pm or their usual weekly working hours.

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependant, they should report this using the normal absence procedure – contacting the school office by phone or e-mail by 8am or by contacting the Headteacher directly by phone or via a TEAMS message.

When assisting with remote learning, teaching assistants are responsible for:

- Responding to any requests from the class teacher
- Completing any training required
- Taking opportunities to support the wider school community by sharing stories or experiences such as cooking
- Attending a weekly virtual TA meeting to keep up to date with school procedures and policies

The principles above adhered to by teachers should also be followed by support staff

2.3 Subject leads and SenCo

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
- Monitoring the remote work set by teachers in their subject through discussions in staff meetings
- Informing teachers of resources they can use to teach their subject remotely

Alongside their teaching responsibilities, the SenCo is responsible for:

- Creating a system to keep in regular contact with families with children on the SEN register
- Informing teachers of resources they can use to support SEN children

- Working with teachers to ensure the work and activities they are setting for SEN pupils is appropriate
- Monitoring teacher feedback about SEN pupils and how they are managing with remote learning
- Signposting parents to any well-being resources available to support their children

2.4 Designated safeguarding lead

The designated safeguarding lead (DSL) has overall responsibility for online safeguarding within the school – further details can be found in Annex 5 of our Safeguarding and Child Protection Policy.

2.5 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day, although staff should consider that pupils may not 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
- Alert teachers if they're not able to complete work
- Follow the guidelines set out within our Pupil Code of Conduct

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
- Address any concerns with their child's progress or remote learning provision with the class teacher in the first instance
- Be respectful when making any complaints or concerns known to staff
- Follow the guidelines set out within our Parent Code of Conduct

2.6 Governing board

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure the quality of education remains as high 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 subject lead or SENCO
- Issues with behaviour – talk to the Headteacher
- Issues with IT – seek support from Turn It On (our ICT support provider)
- Issues with their own workload or well-being – talk to the Headteacher

- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DSL (Mrs Charlotte Whittle or Mrs Gillian Fraser)

4. Data protection

4.1 Accessing personal data

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

- Use Integris – our school system
- Use work laptops rather than personal laptops where possible

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as e-mail addresses or phone numbers 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.

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 have 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 with family or friends
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always installing the latest updates

5. 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
- Pupil Code of Conduct for Remote Learning
- Parent Code of Conduct for Remote Learning
- Acceptable Users Policy