



Diocese of Norwich
Education and
Academies Trust

Thomas Bullock CE Primary Academy

Remote Learning Policy

April 2020

Approved by: Shannon O'Sullivan Headteacher
Chair of Governors

Date: May 2, 2020

Last reviewed on: May 1, 2020

Next review due by: Will be reviewed in-line with DFE updates.

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the school's approach to remote learning
- 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

Teachers must be available between 8:30am -4:30pm each day. You should be reachable, each usual working day, during this. If you are 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 and use the absence procedure. Before 8:30am call the Headteacher and inform the office as well to confirm. You will be required to follow all usual procedures in-line with illness and return-to-work as is usually expected.

Teachers are responsible for:

- Setting work for the pupils in their year group and any work which relates to their curriculum responsibility area.
 - If you are a part-time teacher, and your partner teacher is ill, as you are given 100% Teacher PPA time, please ensure you continue to provide work, assessment and planning for your year group.
 - Each day you should provide English, Maths and Curriculum work in-line with a regular learning day.
 - Follow the Home-learning policy and phased learning approach.
 - Work should be uploaded by 3pm the working day before and teachers should check in with pupils at least twice per day via the class blog, Dojo, Email and Tapestry.
 - Work should be uploaded to the usual work drive and will be uploaded to your classroom page.
 - Co-ordinate work with your team as required.
 - All Teachers are required to add visual learning and voiced-over learning to PowerPoints and Lessons.
 - Due to the age of our EYFS and KS1 pupils you are not required to provide Live learning but are required to provide Online Lessons for pupils in these year groups.
 - Teachers in Years 3-6 can record lessons and/or provide Live Lessons for families to log into.
- Providing feedback on work:
 - Teachers should provide feedback on work set and completed.
 - Teachers will be required to ask pupils to upload work via pictures or downloads so that it can be checked, commented on and supported.
 - Where work requires more detailed feedback please provide this.
 - Invite parents to drop-off completed workbooks so that work can be kept and marked and new workbooks collected.
- Keeping in touch with pupils and parents:
 - Teachers are expected to make regular contact with parents via phone, email, website platforms and social media.

- Teachers are to phone all families within their class or year group every 2 1/2 weeks of school closure.
- Teachers are to offer a face and voice to their pupils, daily or at least weekly via a morning video link.
- If a partner teacher is ill and off school, please ensure the whole class list is still completed or share where they need to cover from upon their return.
- Teachers do not need to answer any emails or online platforms outside of school opening hours, before 8:45 or after 3:15pm. HT to remind families of this.
- All parents should be directed to the SLT, DHT and HT if they have any specific concerns.
- If pupils fail to complete work or access online learning they are to be added to the list of pupils which are to be contacted by SLT. Teachers should follow the plan below:
 - First, contact after 2 days of not having evidence of contact with teachers, contact to be made by Dojo
 - Next, contact via email after 4 days of no contact
 - SLT to contact on Friday or before of that week if the pupils have not shared work within that week.
 - Class teachers can call to contact any families that may need additional ideas or support to handle home-behavioural problems.

➤ Attending virtual meetings with staff, parents and pupils:

- All staff to attend virtual Staff Meetings Tues for TAs and Weds for Teachers
- All staff to be supported to set up Zoom ahead of the meeting or join via TEAMS
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

If teachers will also be working in school part-time, such as on a rota system, explain who will cover the responsibilities above during this time.

2.2 Teaching assistants

Teaching assistants must be available between 9am-3:15pm each day. If you 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. Any illness should be reported to the Headteacher in the first instance and to the office.

Teaching assistants are responsible to:

Supporting pupils with learning remotely – covers details like:

- You should be informed by your Class teacher of which lessons to cover and support with and other tasks to be completed, when not in school.
- Your teacher may request which pupils they'll need to support
- Teacher to provide how they should provide support

2.3 Subject leads

Subject leads are responsible for coordinating subject provision across the school. The SENCO is responsible for coordinating learning for children with SEND across our school.

Alongside your teaching responsibilities, as outlined above, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Continuously work on assessment and subject progression as was to be completed pre-school closure.
- Working with teachers teaching their subject to make sure work set is appropriate and consistent

- › Working with other subject leads and senior leaders to make sure work set across subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- › Monitoring the work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- › Alerting teachers to resources they can use to teach their subject
- › Discussing how assessment can take place.

2.4 Senior teachers and leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- › Coordinating the remote learning approach across the school
- › Monitoring the effectiveness of remote learning: through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

The continued detailed support for safeguarding our pupils including updating and amending safeguarding for our pupils.

2.6 IT staff

IT staff are responsible for:

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 the internet or devices
- › Coordinating the move to Google Education.

2.7 Pupils and parents

Staff can expect pupils to:

- › Be contactable during the required times – although consider they may not always be in front of a device the entire time
- › Complete work to the deadline set by teachers
- › Support teachers in sharing work completed
- › Access online systems.
- › 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 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 – if you know of any resources staff should point parents towards if they're struggling, include those here
- › Be respectful when making any complaints or concerns known to staff

- › If sending children in to do this under the expectations of the health and safety protocol.

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
- › Attend Zoom Governors meetings.

3. Who to contact

If staff have any questions or concerns, they should contact the following individuals:

Here are some suggested issues and the most likely points of contact, but adapt and add to this as needed:

- › Issues in setting work – talk to the relevant subject lead or SENCO
- › Issues with behaviour – talk to SLT
- › Issues with IT – talk to IT staff, first share with SLT
- › Issues with their own workload or wellbeing – talk to HT
- › To report illness, contact the HT immediately in the first instance.
- › Concerns about data protection – talk to the data protection officer- Sharon Money via HT
- › Concerns about safeguarding – talk to the DSL

Include contact details where necessary.

4. Data protection

4.1 Accessing personal data

When accessing personal data, all staff members will:

Explain:

- › Access the data, such as on a secure cloud service or a server in your IT network via the OneDrive as access will continue on this service.
- › Only use the school provided devices. You can record learning from inside of school if that is easier so that you can use a board, but only on a data you would regularly be scheduled to work in school.

4.2 Sharing personal data

Staff members may need to collect and/or share personal data such as additional phone and email addresses 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

In the first instance discuss GDPR with HT and then we will assess concerns with DPO Sharon Money.

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

The new Safeguarding policy has been emailed to all staff and can be accessed on our website.

6. Monitoring arrangements

This policy will be reviewed in-line with any government additions or changes by Shannon O’Sullivan, Headteacher. At every review, it will be approved by The chair of Governors.

7. Links with other policies

This policy is linked to our:

- › Behaviour policy
- › Child protection policy and coronavirus addendum to our child protection policy
- › Safeguarding with the coronavirus addendum
- › Data protection policy and privacy notices
- › ICT and internet acceptable use policy
- › Online safety policy
- › Coronavirus Risk Assessment
- › Home-Learning Protocol