

# Mousehole School



## Remote Learning Policy

<b>Approved by:</b>	Chris Roynon	<b>Date:</b> 29.9.20
<b>Last reviewed on:</b>	N/A	
<b>Next review due by:</b>	April 2021 or earlier in the event of further restrictions	

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# 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

## Levels of response

This policy has been drafted to ensure the school responds effectively where a class, group or small number of pupils need to self-isolate, or if there is a local lockdown requiring pupils to remain at home. This policy is drawn up in line with DFE guidelines for the full reopening of schools, published September 2020.

The school will have a 2 level response to providing remote education:

**Level 1:** Where a pupil or siblings are isolating awaiting a test. In this scenario staff have prepared resources appropriate to pupil's ability which will be issued online for them to complete. Where possible these will be in sequence with the class.

**Level 2:** Where a whole class, bubble or the school are required to enter isolation; or in response to any local lockdown. In this scenario roles and responsibilities of the staff effected are outlined below. Work set will be in line with expectations outlined in 'Guidance for full opening: Schools', <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> The school's procedure and approach to meeting these expectations is detailed in section 2.

# 2. Roles and responsibilities

## 2.1 Teachers

Teachers are responsible for:

Children's learning:

- When working from home providing remote learning, teachers should be available for up to 7 hours including 8:30 - 12:30 each week day. These timings are intended to allow time for appropriate breaks and time away from display screens but still give children consistency of contact and adequate feedback on their home learning.
- Teachers should avoid setting or responding to online work before 8am and after 6pm.
- Setting a clear body of work for children of self-isolating households.
- Teachers will communicate effectively to ensure that where children can't access work online, alternative arrangements are made.
- Setting work which is well sequenced so that knowledge and skills are built up incrementally, with clarity about learning objectives and tasks to be completed.
- If unable to work for any reason during this time, for example due to sickness or caring for a dependent, teachers should report this using the normal absence procedure.

Providing feedback on work:

- Teachers provide regular feedback on children's progress and/or oversee support staff doing so
- Teachers must assess how well children are moving through the curriculum and provide regular support and challenge.

- It is not the expectation that every piece of work uploaded will have a response. However, teachers will be checking work and supporting pupils daily.
- Teachers must communicate clearly with their class about how regularly they will be providing feedback and in what format.

Keeping in touch with pupils and parents:

- Regular contact with pupil and parents will be managed through Seesaw.
- Regular staff communication ensures that the school's role as a protective factor for vulnerable pupils is maintained
- Where a pupil is not completing work or interacting with Seesaw, staff will work with the headteacher to formulate a plan. This will often involve a phone call and discussion with parents and pupils.
- Any complaints or concerns raised by parents will be shared with senior staff and a response formulated.

Attending virtual meetings with staff, parents and pupils:

- When attending virtual meetings, staff need to ensure they are in a place with the minimum of background noise and with nothing inappropriate in the background.
- See appendix for video lesson protocols. (Appendix 1)

## **2.2 Teaching assistants**

Teaching assistants must be available for their contracted 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 by contacting Chris Roynon or Nigel Carter-King

Teaching assistants are responsible for:

Supporting class teachers in curriculum delivery:

- By providing feedback and support to pupils through Seesaw where directed.
- Assisting the teacher in responding to enquiries supporting parents.
- Managing their own Career Professional Development during remote learning and undertake remote training as directed by Chris Roynon

## **2.3 Subject leads/SENCO**

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

- Consider whether any aspects of the subject curriculum/ SEN provision need to change to accommodate remote learning.
- Working with other teachers, subject leads and senior leaders to make sure work set across subjects is appropriate, consistent and manageable for families.
- Alerting teachers to resources they can use to teach their subject.
- Working with teachers to support catch up programs put in place.

## **2.4 Headteacher**

The Headteacher is responsible for:

- Coordinating the remote learning approach across the school.
- Ensuring staff are well supported in order to deliver remote learning effectively.

- Monitoring staff well-being whilst working from home.
- Monitoring the effectiveness of remote learning – through: regular meetings with teachers; monitoring engagement and success of pupils through Seesaw; gathering feedback from parents and governors and making adaptations to approach to engage reluctant and vulnerable pupils and families.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## **2.5 Designated safeguarding lead**

Mousehole School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

- The Designated Safeguarding Lead is: Chris Roynon
- The Deputy Designated Safeguarding Lead is: Katie Smith

The optimal scenario is to have a trained DSL (or deputy) available on site. Where this is not the case a trained DSL (or deputy) will be available to be contacted via phone or online video - for example when working from home.

Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site.

This might include updating and managing access to child protection records and recording systems and liaising with the offsite DSL (or deputy) and as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school or college.

It is important that all Mousehole staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of who that person is and how to speak to them. TPAT schools will do this via the daily sheet to be posted on the front door.

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

## **2.6 IT staff**

In most cases issues can be resolved by school-based staff.

Where they cannot be resolved Mousehole School is supported by TPAT ICT support and ICT4, who 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

## **2.7 Pupils and parents**

Staff can expect pupils to:

- Be contactable during the normal hours of the school day – whilst remaining aware they may not always be in front of a device or engaged in home schooling
- Engage with work set by teachers completing tasks to the best of their ability.

- Upload records of their work through their Seesaw account.
- Seek help, if they need it, from teachers.
- Alert teachers if they're not able to complete work

Staff can expect parents to:

- Supporting their children to complete work set by teachers so that they remain with the teaching sequence being delivered.
- Make the school aware if their child is sick or otherwise can't complete work.
- Seek help from the school if they need it – for example with using Seesaw effectively or hardware issues preventing home learning.
- Be respectful when making any complaints or concerns known to staff

## **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
- Ensure that the school's approach to remote learning is meeting the needs of vulnerable pupils.
- Ensuring that staff are certain that systems are appropriately secure, for both data protection and safeguarding reasons
- Monitoring staff well-being and workload to ensure it is appropriate.

## **3. Who to contact**

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

- Issues with behaviour – Chris Roynon
- Issues with their own workload or wellbeing – Chris Roynon or Katie Smith
- Concerns about data protection – Chris Roynon or Nigel Carter-King
- Concerns about safeguarding – DSL Chris Roynon or DDSL Katie Smith
- Issues in setting work, with ICT or using Seesaw – Chris Roynon
- Support with setting appropriate work in individual subjects – Subject leads.

## **4. Data protection**

### **4.1 Accessing personal data**

Data can be accessed through The DSL (Chris Roynon), and the school office staff (Nigel Carter-King or Rebecca Bond). Pupil and Parent data is stored on SIMS.net

Staff should use school hardware that meets the requirements of the schools GDPR policy, and the security requirements listed in point 4.3 of this policy.

## **4.2 Sharing personal data**

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

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**

Mousehole School has adopted an annex to its safeguarding policy to reflect remote learning during school closure. It can be found on the Mousehole School's website.

## **6. Monitoring arrangements**

This policy will be reviewed biannually by Chris Roynon, Headteacher or sooner if conditions of lockdown . At every review, it will be approved by Linda Hodgson, 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
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy

# Appendix 1

## Mousehole School

### Guidelines for remote digital meetings and digital lessons (Zoom)

#### Size of group

- Must be at least 2 members of staff present.

#### Settings

- There must be a new password and meeting id for each meeting.
- This must be sent to the parent or carer of the pupil and not shared elsewhere.
- The message to share the meeting details must state that the meeting will be recorded for safeguarding purposes to protect all involved.
- The host must control who joins the meeting
- Disable "join before host"
- Only admit one participant at a time
- It must be the parent/carer that joins with the pupils' screen name: If a name is not recognisable, then they don't join the meeting.
- A waiting room must be enabled
- Chat should be switched off.
- Set screen sharing to "host only"
- Disable file transfer
- Disable "allow removed participants to rejoin" group
- Host to lock the classroom to prevent anyone else from joining.
- Host should record. Pupils not allowed to record meeting.

#### Conduct

- Staff and children must wear suitable clothing, as should anyone else in the household
- Any computers used should be in appropriate areas, for example, not in bedrooms.
- Staff should record, the length, time, date and attendance of any sessions held.
- Language must be professional and appropriate, including any family members in the background.