

ST ANNE'S SCHOOL
REMOTE LEARNING POLICY
2021



Growing Together as a Family of God

SHARED SCHOOL VISION

At St Anne's School we follow and practice Christian Values and celebrate our Christian distinctiveness as a Church of England School. Our intention and vision is for all our children to be independent, motivated confident learners who aspire to achieve their highest aspirations within our friendly Christian Community. In these unprecedented world pandemic times or in any other times when regular school is not available we strive to support our families and pupils to achieve. We believe that facing adversity can often make us stronger and more resilient. *'I can do all things through Christ which strengthens me.'* Philippians 4:13.

OUR INTENT

This remote learning policy for staff aims to:

- Provide high quality remote learning for pupils who are unable to attend school.
- Set out expectations for all members of the school community with regards to remote learning.
- To strive to support our families with the technology and resources needed to continue learning at home.
- Provide appropriate guidelines for data protection.

The remote learning vehicle for pupils attending St Anne's School is the 'Seesaw' platform. The rationale for choosing Seesaw is that we believed that Seesaw offered the most flexible provision in terms of online devices and so would be more accessible to our families. Where we can we provide opportunities for pupils to loan devices, take hard copies of work and are currently developing our provision of specific intervention programs remotely.

In the event of an immediate lock down for a pupil / class or whole school pupils will be have access to on line learning via 'Seesaw' from the next working day.

Teachers and Support Staff

In case of school closures and remote learning all staff are required to be available to work their contracted hours.

ROLES AND RESPONSIBILITIES

TEACHERS

When providing remote learning in the case of a local/national full lockdown, teachers must be available between 8:45-3:45pm.

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. This will include phoning the Headteacher (HT) to inform her of the absence and leaving a message for the school on the school answerphone. A special leave form must be completed and returned to Joyce Greaves. You **must** ring the HT or the school office at 2pm on the day of absence to inform them if you will return to work the next working day or if you require another day of sickness. For further information and guidance, please read the school's sickness policy, the school's Covid-19 risk assessment and Public Health England's (PHE) recommendations for Covid-19 symptoms and procedures.

When providing remote learning, teachers are responsible for:

- **Setting work**
 - Provide work for any child/children in their class who are self-isolating as directed by PHE and/or the school.
 - Provide work for the class in the event of a local/national lockdown.

Guidance for quantity of work set is: 3 hours of activity for EYFS and KS1 and 4 hours for KS2 in line with the curriculum map and SOW for the current school period including a morning registration activity.

- Work set on Seesaw must be uploaded ready for the children to access by 8:45am every day.
- A register of engagement will be taken every day, and teachers will check in on any child who has not engaged.
- Work set should include English (reading and writing), Maths, and GPS/phonics and foundation subjects including physical education.
- Set a wide range of stimulating learning activities including recorded instruction both by the class teacher and by other providers such as Oak Academy, White Rose Maths and Letters and Sounds.
- Set tasks that lead themselves to working away from the screen e.g. reading a book, draw, art etc.
- Use a range of resources such as videos and games to engage the learner.
- Differentiate through general challenges and also by assigning some work for SEND and more able pupils where appropriate.
- Teachers will mark work that is submitted on the day it is set with a cut off time of 4pm on the same day for pupils to upload. Any work submitted after 4pm is not guaranteed to receive a detailed comment but may receive a tick or sticker.

- **Providing feedback on work**

- Check and provide feedback on work submitted on Seesaw. This can be a variation of individual feedback, group feedback or whole class.
- Give feedback to work which includes suggestions to further stretch children's learning. This can be a form of differentiation and a way of challenging.
- Give in depth marking on one piece of work a day/ use stickers /insert stickers / whole class messages.
- Work submitted by the end of the school day should be checked and feedback on (if required) by 4:00pm the following day. Work submitted after 4pm will not be guaranteed an in-depth mark.
- No feedback on work is expected to take place on national holidays, school holidays and on weekends.

- **Keeping in touch with pupils who are not in school and their parents**

- Contact with children and parents can take place through a range of methods:
- On the secure messages posted on Seesaw.
- Emails direct to the class teacher or school office.
- Weekly welfare phone calls.
- Additional welfare calls by SLT.
- Regular zoom meet ups for pupils to meet their peers and teachers.

Attendance and engagement in remote learning

- Teachers track attendance daily through monitoring pupil engagement with remote learning.
- Phone calls are made to parents each day where there is no engagement. Any problems with gaining access to on line learning can be resolved at this point.

- Other alternative learning provision can be provided where all attempts at engaging with online learning have been exhausted and failed or if there is a SEND need. Any hard copy work needs to be returned to school to be marked by the class teacher.
- Due to Covid-19 restrictions during Tier 2, 3, 4 and local/national lockdowns, parent meetings must take place through phone calls or other virtual platforms than face to face. These should be held within workable hours and should not be longer than 15 minutes.
- In the case of a national lockdown with school shut or a school wide shutdown, teachers are expected to track the attendance of children to their virtual lessons and work submitted or viewed submitted on 'Seesaw'. In the event of regular engagement phone calls and emails will be made and sent. If using personal phones teachers will use no caller ID to protect their privacy. The senior leadership team will support families along with the School Welfare Officer will make contact with families to support with learning engagement. In the event of non-communication where the school struggles to make contact through email or phone calls a home visit will be attempted with two members of school staff. If still no contact can be made and there is no evidence of learning taking place the pupils will be referred to pupil services as pupils out of education.
- If there are any issues with behaviour or non-completion of work, the teacher must contact the parent to discuss the concerns and support the child/family in ensuring there is adequate access to technology, work is understood and expectations of learning are explained. More than two incidences of non-compliance to remote learning expectations must be referred to the senior leadership team.
- If a member of staff is concerned by any non-communication, suspicious or worrying communication or if a child discloses something over a virtual meeting, then normal safeguarding procedures will apply. You must contact the Safeguarding Lead immediately by phone. If you are unable to contact her, then contact one of the Deputy Safeguarding Leads and record concerns on to CPOMS.
- **Attending virtual meetings with pupils, parents, staff and/or Governors**
 - Virtual meetings on Zoom / Team meets will be scheduled by SLT in the event of a full lockdown. In these cases, teaching staff are expected to ensure they take place in a secure, private and confidential room with a blurred or neutral background. Staff are expected to be appropriately fully dressed.
 - Staff on virtual meetings will need to think about the background noise and ensure no inappropriate language or sound is heard.

TEACHING ASSISTANTS

When assisting with remote learning, teaching assistants must be available as stated in their normal working contract.

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. This will include ringing the HT to inform her of the absence and leaving a message for the school on the school answerphone. They **must** ring the HT or the school office at 2pm on the day of absence to inform the school if they will return to work the next day or if they require another day of sickness. For further information and guidance, please read the school's sickness policy, the school's Covid-19 risk assessment and PHE's recommendations for Covid-19 symptoms and procedures.

In case of lock down teaching assistants will be essential to maintaining the learning of the key worker and vulnerable bubble pupils who attend school under the direction of the class teachers.

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

- Supporting the class teacher in recording videos or being recorded in completing activities for national/local lockdowns or self-isolation cases.
- Supporting the preparation or creation of equipment and/or resources for children in the class.
- Setting small group tasks that can be assigned to groups e.g. Word Aware tasks that can be completed by children.
- Any TA who is at home due to self-isolation (but is not sick) should support the class teacher in providing remote learning to pupils as directed by the class teacher.

Attending virtual meetings with pupils, parents, staff and/or Governors

- Virtual meetings on Teams / Zoom meets will be scheduled by SLT in the event of a full lockdown. In these cases, teaching staff are expected to ensure they take place in a secure, private and confidential room, with a blurred or neutral background. Staff are expected to be appropriately fully dressed.
- Staff on virtual meetings will need to think about the background noise and ensure no inappropriate language or sound is heard.

SUBJECT LEADS

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of their subject curriculum need to change to accommodate remote learning.
- Working collaboratively with teachers to ensure work set for their subject and is appropriate and consistent.
- Working collaboratively with other subject leaders and senior leaders to make sure all work across the school for their subject/s is appropriate, consistent and that deadlines are being set for children to ensure access in a more than one child family.
- Alerting teachers to resources they can use to teach their subject remotely.

SENIOR LEADERS

Alongside any teaching responsibilities, senior leaders (HT and DHT) are responsible for:

- Co-ordinating the remote learning approach across the school; with the Teaching & learning lead supporting teachers in the timetabling of lessons and timetables in the event of a national lockdown.
- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set and/or reaching out for feedback from pupils and parents.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

INCLUSION MANAGER

Alongside any teaching responsibilities, the inclusion manager is responsible for:

- Supporting children with SEND in accessing their remote learning.
- Liaising with outside agencies to ensure work is set to meet the child's specialised targets e.g. OT and/or Speech and Language.
- Maintain contact with families of children on EHCPs to ensure they supported
- Monitor the differentiation of tasks set for children with SEND by reviewing work set and talking to teachers
- Supporting teachers in setting work for SEND children and directing staff to resources that can be used to supplement their own resources.

DESIGNATED SAFEGUARDING LEAD

The DSL (HT) and AHT are responsible for:

- Identifying most vulnerable families who may be isolating or under local/national restrictions.
- Manage and maintaining child protection records.
- Ensuring all staff are aware of who is isolating at home and therefore accessing remote learning.
- Monitor closely vulnerable /SEND families
 - make regular contact
 - liaise regularly with class teachers
 - Monitor remote learning.
- Liaise with all agencies including all CP conferences and CIN and CIN review meetings
- Ensuring all relevant professionals who may work with the family are informed of self-isolation.
- Being contactable at all times to receive any causes for concerns in the event of a national/local lockdown.

Information Technology 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 remote learning systems and flagging any data protection breaches to the data protection officer.
- Assisting pupils and parents with accessing the internet or devices.
- Ensuring logins and children's details are added to their relevant classes or removed if they leave the school in a timely manner.

PUPILS AND PARENTS

Staff can expect pupils learning remotely to:

- Be contactable during the school day if they are not scheduled for a live lesson.
- 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.
- Maintain behaviour expectations whilst on video conferences.

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.
- Be respectful when making any complaints or concerns known to staff.
- Be aware of teacher's working hours and when they can expect a response to any email or communication they have sent.
- Be aware of the behaviour expectations whilst on video conferences.
- Allow children to have a quiet space in which their children can work without distraction.

GOVERNING BODY

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 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:

- Concerns about safeguarding – talk to the Designated Safeguarding Lead (Ms Steward or one of the 2 Deputy safeguarding leads (Miss Morgan or Miss Thorn).
- Issues in setting work – talk to the relevant subject lead or SENCO (Miss Morgan)
- Issues with behaviour – talk to the line manager, Head of Key Stage, HT or AHT
- Issues with IT – contact IT tech (Ms Greaves) or IT subject lead (Mr Paxton)
- Issues with their own workload or wellbeing – please talk to their line manager / Mental Health First Aider (Miss Morgan)
- Concerns about data protection – talk to HT (Lesley Steward) or School Business Manager (Ms Greaves)

DATA PROTECTION

• Accessing personal data

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

- Access SIMS and children/parents personal details using the remote access provided by the school.
- Sign out and disconnect from the remote access to the school's server after every session.
- Never save any personal information of children and/or parents on the desktop or files within their personal laptops/equipment.
- When using Zoom staff will disable the 'meet' link, so that children cannot stay on the platform after the lesson has finished.
- Ensure any emails sent about a child are anonymous and there are no identifying features of the child.

• Processing personal data

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

• 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. * or \$)
- 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.
- All school devices will be regularly checked by the IT technician or HT to make sure that there are no breaches.

SAFEGUARDING

We will follow the statutory safeguarding guidance, Keeping Children Safe in Education.

All staff and volunteers must continue to act on any concerns they have about a child immediately. It is still vitally important to do this, both for children at school and those at home. All concerns should be reported to the DML and recorded on CPOMs

We will always have regard for these important safeguarding principles:

- The best interests of children must come first.
- If anyone has a safeguarding concern about any child, they should act on it immediately.
- A designated safeguarding lead (DSL) or deputy is available at all times.
- It's essential that unsuitable people don't enter the school workforce or gain access to children.
- Children should continue to be protected when they are online.

When meeting pupils through zoom or teams; ensure that two members of staff are present on the group. When a second member of staff is not available the sessions should be recorded and the child's parent should be with the child at all times.

All staff should continue to work with and support children's social workers, where they have one, to help protect vulnerable children.

For more information, all staff **must** read the addendum to the school's safeguarding policy.

MONITORING ARRANGEMENTS

This policy will be reviewed every 6 months by the senior leadership team.

LINKS WITH OTHER POLICIES

This policy is linked to our:

Behaviour policy.

Safeguarding policy including Coronavirus appendix.

Data Protection policy and privacy notices.

E-safety policy.

Coronavirus risk assessment.