



**NORTHWOOD**  
PRIMARY SCHOOL

# **Remote Learning Policy**

**September 2020**

# Remote Learning Policy

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## Aims

This remote learning policy 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

## 1. Roles and responsibilities

### 1.1 Teachers

When providing remote learning, teachers must be available between 8.30am and 3.45pm daily.

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

When providing remote learning, teachers are responsible for:

- Setting work:
  - For the children in their classes, year groups or as directed by senior leadership
  - Sufficient to meet the needs and expectations as laid out in the weekly timetable
  - Liaising with their colleagues within their year group, to ensure consistency in expectations and quantity, to share planning across classes
  - To provide paper work packs for pupils who are unable to access online learning
- Providing feedback on work:
  - As appropriate to the work, and as directed by Senior Leaders
  - Either through email (school email addresses), response online, telephone calls (using school phone or home phone with tracking disabled), marking
  - Within an acceptable timeframe as directed by Senior Leaders

- Keeping in touch with pupils who aren't in school and their parents:
  - Through regular contact as directed by Senior Leaders
  - Via regular emails and or phone calls,
  - Responding to parents' emails during the school working day
  - Referring any concerns to a senior member of staff, should they feel uncomfortable in any way regarding contacting a pupil/parent (safeguarding or other)
  - Following up where a child has not completed work remotely through phoning parents
  - Discussing concerns with their line manager, should work consistently not be completed and agreeing next steps
  
- Attending virtual meetings with staff, parents and pupils if necessary:
  - Adhere to the Trust's Code of Conduct in terms of professionalism, dress code and other expectations
  - If a virtual meeting is with the pupil/s only the video should be recorded using the record function on Microsoft Teams
  - Where it is felt appropriate, two staff members can be present at a virtual meeting, e.g. a child protection issue or where previous issues have arisen which have given rise to concerns
  - To avoid areas with background noise and with to use plain backgrounds

## 1.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during 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 children in accessing and completing appropriate remote learning
- To support the teacher in monitoring remote learning
- Contacting individual children/parents as directed by the class teacher
- To provide small group support sessions following the teachers' live input.

There may, on occasions, be the need for the TA to attend a virtual meeting with a parent and/or child. This should only be as directed by the class teacher or senior leader and the TA should follow the same rules as teachers where this is the case (see above).

## 1.3 SENCo

The SENCo is responsible for ensuring that children with EHCP are able to access home learning as appropriate to their need. They will oversee the remote learning provided by the teachers for individual children.

## 1.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## 1.5 Designated safeguarding lead

The DSL is responsible for Safeguarding as laid out in the Child Protection Policy

## 1.6 Pupils and parents

Staff can expect pupils learning remotely to:

- Attempt to complete the work to the best of their ability
- Submit the completed work as necessary
- Discuss with their parents when there are issues relating to the work set or remote learning in general

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Ensure work is completed on time and submitted as necessary
- Seek help from the school if they need it or if they have concerns about their child's ability or motivation to complete the work
- Be respectful when making any complaints or concerns known to staff

## 1.7 Local Governing board

The Local 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

## 2. Safeguarding

- Remote learning will only take place using Microsoft Teams. Microsoft Teams has been assessed and approved by the Senior Leadership Team (SLT) at Northwood Primary School.
- Staff will only use a Northwood Primary School, approved professional email account with learners and/or parents/carers. Use of any personal accounts to communicate with learners and/or parents/carers is not permitted.
- All remote lessons will be formally timetabled; a member of SLT/ the Safeguarding Team is able to drop in at any time
- If live 1-1 sessions take place, they will be recorded on Microsoft Teams for safeguarding purposes.
- Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom. All participants are expected to behave in line with existing school/setting policies and expectations.
- Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
- Staff are encouraged to report safeguarding concerns during remote or live streamed sessions as soon as possible to the Designated Safeguarding Lead, Miss Robinson, in line with our Child Protection Policy. Staff should also report this using CPOMS.
- If inappropriate language or behaviour takes place, participants involved may be removed by staff, the session may be terminated, and concerns will be reported to the Senior Leadership Team. Phone calls to parents/carers will be made.
- Inappropriate online behaviour will be responded to in line with existing policies such as acceptable use of technology, allegations against staff, anti-bullying and behaviour.

## 3. Staff Behaviour Guidance

### The School Commitment

Northwood Primary School has a duty of care to staff and as part of this duty it will ensure:

- Appropriate safeguarding and child protection policies and procedures are in place in all areas that undertake work with pupils, that they are continually monitored and reviewed.
- Staff are treated fairly and reasonably in all circumstances.

### Personal Conduct

#### Confidentiality

- Keep private and sensitive information confidential at all times and only share it with relevant people when it is in the interests of the pupil to do so; where there is doubt regarding this, staff should speak to the appropriate manager to obtain approval.

### Protocols for online teaching from home

#### Personal/living space

- Be vigilant in maintaining privacy and mindful of the need to avoid vulnerable situations.
- Never conduct lessons from a bedroom or a personal space.
- Conduct lessons in a quiet space, preferably against a neutral background, ensuring that friends and family are never visible during a lesson.
- Conduct lessons within the times identified in the online learning timetable, within the normal school day.
- Ensure that the day is structured with breaks for lunch etc.

#### Staff dress code

- All staff are required to dress in a professional manner whilst teaching online.
- Set appropriate boundaries and behavioural expectations of the children online and maintain the same professional standards as at school, this includes appropriate dress for pupils.

*There are four possible scenarios for remote learning at Northwood which have been outlined below.*

#### Scenario 1: Teacher self-isolating due to 'Track & Trace' notification or Covid 19 symptoms

The Class Teacher will teach from home using Microsoft Teams. A Teaching Assistant will be in the class for behaviour management and safeguarding purposes. The children's school day will look as normal.

#### Scenario 2: Class bubble goes into isolation including teacher

The Class Teacher will teach four live sessions a day to children at home using Microsoft Teams. These sessions will always include a daily reading and maths session. Following each live teacher input a member of support staff will be available for small group support in a separate Teams meeting. Work packs will be made available for any families requesting them.

#### Scenario 3: Child isolating at home but class are in school

A pack of work will be sent home for the child to complete from the class email address. The teacher will phone the child during the isolation period to check in. Northwood's Parent Support Advisor and admin staff will also keep in contact with the family.

#### Scenario 4: National Lockdown - school is closed to all but key worker and vulnerable children

Teachers will teach children live sessions each day through Microsoft Teams, there will also be recorded sessions for children to access. Key worker and vulnerable children will be taught the same curriculum in school.