

Westfield Primary School



Remote Learning

Date Adopted: January 2021

Chair of Governors: Mrs L Farrow

Signed:

Headteacher: Miss S Pope

Signed:

Review Date: January 2022

Changes since last policy: N/A New Procedures

Westfield Primary School Safeguarding Statement

Our mission is to ensure that all children and adults are safe from harm at all times and can thrive in an environment which is secure and free from abuse and bullying of any kind.

We work hard in creating a welcoming atmosphere that develops the social and emotional needs of everyone; supporting, questioning, caring.

At our school people are nurtured, valued and treated equally.

Worries, concerns and thoughts are listened to and addressed in an environment of mutual respect.

Westfield Primary School Equality Statement

Westfield Primary School promotes equal opportunities for all pupils, staff and service users. We ensure that all persons have equal access to the full range of opportunities provided by the school. We celebrate diversity and actively encourage respect for all as well as promoting fairness and justice in the education that we provide.

SCOPE

At Westfield Primary School we recognise the children's entitlement to education and better life chances. We set out to ensure continuity of high quality education for all of our children during periods of lockdown, in particular those who are particularly disadvantaged, SEND and vulnerable, as well as those unable to attend on site.

This policy relates to the aspects of remote education provision which subsequently affects a child's entitlement to their education.

AUTHORITY

The Governing Body has a duty under the Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction issued by the Secretary of State for Education on 30 September 2020 and which came into force on 22 October 2020.

The Direction makes clear the school's legal duty to provide remote education for school-age children unable to attend school due to coronavirus (COVID-19). Where a class, group of pupils, or individual pupils need to self-isolate, or there are local or national restrictions requiring pupils to remain at home, schools are expected to provide immediate access to remote education.

The expectations on the quality of remote education placed upon schools remain those set out in the guidance for full opening published in July 2020.

The Direction will have effect until the end of the current school year, unless it is revoked by a further Direction.

STATEMENT OF POLICY

The impact of the COVID-19 pandemic has necessitated many pupils within our community being out of school, and this will continue to be the case for some pupils, in line with the legal requirements and guidance in place to tackle the virus.

Westfield Primary School has responded to this with a strong and proactive commitment to providing remote education accessible for all children, in challenging and uncertain circumstances.

The key principles underpinning the school's remote curriculum planning are:

- Education is not optional
- The curriculum remains broad and ambitious
- Remote education is high quality and safe, and aligns as closely as possible with in-school provision.

AIMS

This remote learning policy for staff aims to:

1. Set out expectations for all members of the school community with regards to remote learning
2. Ensure consistency in the approach to remote learning for all pupils – in particular those disadvantaged, SEND, vulnerable, and those unable to attend on site.
3. Provide appropriate guidelines for staff
4. Provide appropriate guidelines for data protection

RESPONSIBILITY

The Governing Body is responsible for:

- Holding the Headteacher to account in meeting the statutory duty by monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that statutory duty for data protection and safeguarding is being met and not compromised.

The Headteacher is responsible for:

- Co-ordinating the remote learning approach across the school ensuring it meets the statutory duty
- Monitoring the effectiveness of remote learning through regular meetings with senior leaders, teachers and subject leaders
- Reviewing work assigned and gathering feedback from pupils and parents.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Assisting staff, pupils and parents with accessing the Tapestry and Google Classroom
- Meeting all statutory safeguarding duty – namely reporting all concerns in regards to the safeguarding of children to the relevant agencies; sharing information with agencies when a child is perceived to be at risk; training all staff on safeguarding matters including online safety and safer working practices; ensuring statutory GDPR compliance.

Some or all of these duties will be shared with senior staff and may be delegated.

Class Teachers are responsible for:

When providing remote learning, teachers must be available between 8.50am-3.15pm Monday-Thursday. Friday 8:50-12:00 due to PPA. Teachers will be providing remote learning therefore there may be a delay in response to messages.

When providing remote learning, teachers are responsible for:

Setting work

Teachers will set work for children in their class who are absent due to school closure, isolating/in quarantine or who have symptoms of the virus.

- When a bubble is self-isolating, teachers are expected to plan and **deliver a full timetable of lessons** alongside video lessons, unless the teacher is unavailable due to illness
- **Allow pupil interaction:** Pupils are encouraged to respond, ask questions and fully participate as though they were at school through comments and private messages on Google Classroom
- **Record lessons and make them available to be watched again:** this particularly benefits siblings in different classes who have to share one device at home and may need to watch the catch-up videos later
- **Set a range of independent tasks as assignments** throughout the week. Ensure that instructions are clear. For children in the Early Years, teachers set activities that reflect the 'learning through play' approach of the Early Years curriculum
- All video lessons are to be recorded and saved on Google Classroom

- EYFS Children’s work will be saved using Tapestry. The rest of the school will save/upload theirs using Google Classroom

Providing feedback on work

- Teachers will be able to access pupil’s work via Tapestry / Google Classroom. Feedback can be shared with individual children either by written text, marks or audio

Keeping in touch with pupils who aren’t in school

- **Interaction with pupils:** teachers hold regular catch-ups with pupils who are unable to attend school, and parents
- Parents will communicate with the school office in the event of a complaint or concern
- Parents are able to communicate directly with class teachers through teacher emails
- If parents are unable to engage their child with the remote learning, teachers will telephone parents to offer further support

Attending virtual meetings with staff and pupils

- Teachers code of conduct and professional standards apply
- Teachers who are self-isolating at home must lead the remote learning and live calls from home if well enough to do so
- Teachers who are delivering a virtual call from school must do so in a quiet location and ensure other children are not in the background

Health and Well-being

- Teachers are responsible for risk assessing their home learning environment, including their IT station risk assessment
- Teachers are responsible for the efficient management of their daily and weekly workload – planning, delivery, feedback / assessment
- Whilst responsible for delivering the daily timetable, teachers must manage their screen time effectively, taking regular screen breaks and move around
- Teachers must set their own deadline for turning off their screens each day.

Classroom Assistants are responsible for:

When assisting with whole bubble remote learning, classroom assistants must be available during their usual working hours.

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

- Providing one-to-one and small group virtual tuition as directed by the class teacher
- Attending virtual meetings with teachers and pupils
 - Code of conduct and Classroom Assistant professional standards apply. Classroom Assistants must be dressed professionally and must have neutral background to their video

- Classroom Assistants who are facilitating a virtual call from school must do so in a quiet location and ensure the camera is switched off and children's names are not referred to.

Subject Leaders 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
- Working with other Subject Leaders and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Monitoring the remote work set by teachers in their subject – explain how they will 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 remotely.

The School Business Manager (by liaising with the school's IT providers) is responsible for:

- Helping fix issues with systems used to set and collect work
- Helping staff with any technical issues they are experiencing
- Reviewing the security of remote learning systems and raising any data protection breaches to the LA data protection officer.

Pupils and Parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although consider they may not always 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 or Classroom Assistants
- Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- Log on daily to Google Classroom daily by 9.30 a.m
- Make the school aware immediately of any safeguarding concerns
- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it – including pinpointing any resources that may help struggling parents
- Be respectful when making any complaints or concerns known to staff, recognising that staff are doing their best.

Data Protection

Accessing personal data

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

- Access all data on the secure platforms (Tapestry or Google Classroom)
- Staff should use school issue hardware for all teaching, access of pupil data and to engage with pupils throughout the home-learning process

Processing personal data

Staff members may need to collect and / or share personal data such as email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals will not 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:

- Maintaining password protection – staff will use strong passwords
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Ensuring that operating systems and virus protection are up to date through support from I.T. services.

SUPPORTING DOCUMENTS

This policy should be used in conjunction with the following documents:

Guidance for full opening of schools (September 2020), DfE

[Providing remote education information to parents, DfE](#)

[Remote education good practice, DfE](#)

[Remote Education Temporary Continuity Direction, DfE](#)

[Restricting attendance during the national lockdown: Schools, DfE](#)

[What's working well in remote education, DfE](#)

Behaviour Policy and COVID-19 addendum

Online Safety Policy and COVID-19 addendum

GDPR Policy

IT User Agreement

Safeguarding and Child Protection Policy and COVID-19 addendum

Staff Code of Conduct

APPENDIX A

Graduated response to promoting engagement children who are not in school due to Coronavirus (COVID-19) Pandemic. This is supported by our attendance policy and the need to safeguard our children. This is a graduated response following no contact from a child.

Day 1 – Text and Email sent to the parents/carer

Our records show that your child has not signed their class register today on Google Classrooms. Please can they sign in each day by 9.30am.

Day 2 - Text and Email sent to the parents/carer

It is a requirement for all pupils to access daily remote learning. Our records show that your child has not signed their class register for the second day on Google Classrooms. Please can they sign in each day by 9.30am. If you need any help please contact the school office 01928 572343

Day 3 - Telephone call home to the parent or carer

Day 4 - 2nd Telephone call home to parents or carer

Day 5 - Home Visit and inform EWO regarding sending a letter out to the family.