

# Remote learning policy

## Hawkinge Primary School



## 1. Aims

This remote learning policy for staff 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

At Hawkinge Primary School we are approaching Remote Learning in two different ways.

### **Remote Learning for children isolating individually (not Pod closure)**

If a child is having to isolate due to having a test for Covid / a family member has tested positively for Covid, yet the remainder of the class are still attending school (not a Pod closure,) work will be emailed to parents that reflects the work being completed in school on that day / series of days. Children have been issued with exercise books and pencils in advance to ensure they can access the work. Weekly contact will take place with the class teacher /HT / DHT. Work will be marked on the return of the work to school when the child returns to school.

### **Remote Learning for children isolating due to a Pod closure / Lockdown\***

If the Pod closes due to an outbreak, all members of the Pod (including staff) will work from their homes as they will be isolating. All work will be published and returned on a platform called Seesaw. A help page is located on the school website to support parents in supporting their child to access work and submit work on the platform.

This remote learning policy refers more to the situation of a whole Pod closure / lockdown\* rather than individuals isolating.

\*If a lockdown occurs the children of Critical workers / vulnerable children will be invited to attend school. The same curriculum will be taught remotely as in school.

## 2. Roles and responsibilities

### 2.1 Teachers

When providing remote learning, teachers must be available between 9am and 4pm

If teachers 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. It is expected work is uploaded onto the platform the day before.

When providing remote learning, teachers are responsible for:

- Setting work
  - Setting English (including Guided Reading / phonics / spelling), Maths and theme work for the class each teacher teaches / each set
  - Ensuring appropriate reading material is provided for guided reading sessions
  - Each subject should take approx. 1 hour to complete – with a video lasting 5mins for input and clear follow up work explained. 4 lessons should be set each day to replicate the school timetable.
  - The work should be loaded onto the Seesaw platform between 8am - 9am daily. It is better if input videos are made the night before to allow for any delays that might take place.

- On each class page a video should be posted and pinned each morning giving a brief explanation of the day ahead should be included with a warm reassuring welcome. During this video clip a visual copy of the timetable for the day – this should be displayed long enough for parents to screen shot / copy down and there should be a reminder to children to make sure their break times / lunch times are ‘off screen time’
- Providing feedback on work
  - Children will post their work back onto the platform once completed. Throughout the day the teachers will respond to the work by marking it on line – giving feedback and possible improvements.
  - Deadlines for posting work should be made clear to children in the ‘morning briefing’
- Keeping in touch with pupils who aren’t in school and their parents
  - Daily morning greetings for children are important – and timely responses to work posted. Teachers should respond to any questions about work between the hours of 9am – 4pm
  - Parents can also e mail the HT / DHT using the [enquiries@hawkinge.kent.sch.uk](mailto:enquiries@hawkinge.kent.sch.uk) e mail address throughout the day if they need support or help
  - If any complaints / concerns are shared with the teachers via Seesaw the teachers should contact the HT / DHT immediately for them to investigate the situation.
  - Daily contact between teachers and HT / DHT will quickly identify any pupils not engaging and the HT /DHT will make contact with families to see how we can best support them
- Presenting in video sessions
  - It is still a working day – it is expected that the school dress code (as documented in the Code of Conduct) still applies.
  - Locations for recording should avoid areas with background noise and there should be nothing inappropriate in the background. It is preferable for a ‘mini display’ to be put up in the background to support the lesson if possible

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9am – 3pm

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.

- Supporting pupils who aren’t in school with learning remotely
  - Identify pupils who will need particular support, prepare resources for them based on the curriculum the teacher is teaching and arrange with the SENCO for these resources to be distributed in a safe way.
- Alerting teachers to resources they can use to teach their subject remotely
- Preparing a ‘Thinking Skills’ / Circle time activity for the children to complete on a weekly basis.

## 2.4 Senior leaders including the SENCo

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning through regular meetings with teachers, 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
- The SENCo will make consideration for children who have an EHCP, supporting parents working at home with additional resources and staff planning a differentiated remote curriculum.

- SENCo will ensure pupils who have specific access to resources to support their learning (a writing slope, maths manipulatives, vocab charts etc) have access to this at home – if not support the resourcing of this

## 2.5 Designated safeguarding lead

The DSL is responsible for:

- being the first point of contact for any concerns staff or parents have about the safeguarding of pupils during Remote Learning

The HT & DHT are both DSLs – each class on Seesaw has a second teacher allocated to it who is either HT / DHT for safeguarding reasons. During Remote Learning The HT / DHT monitors the class pages throughout the day.

## 2.6 IT staff

IT staff are responsible for:

- Helping staff and parents with any technical issues they're experiencing

## 2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day
- Complete work to the deadline set by teachers
- Seek help if they need it from teachers or
- Alert teachers if they're not able to complete work

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

## 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 remote learning systems are appropriately secure, for both data protection and safeguarding reasons

## 3. Who to contact

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

- Issues in setting work – talk to the HT, DHT or SENCO
- Issues with behaviour – talk to the HT, DHT
- Issues with their own workload or wellbeing – talk to the HT, DHT
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the HT, DHT

## **4. Data protection**

### **4.1 Accessing personal data**

When accessing personal data for remote learning purposes

- Parents will give permission for the children to access Seesaw under the GDPR agreement and give permissions to use photographs as avatars on Seesaw.

### **4.2 Processing personal data**

Staff members should not share email addresses with parents or children. If Parents need to communicate with the school they must use the [enquiries@hawkinge.kent.sch.uk](mailto:enquiries@hawkinge.kent.sch.uk) e mail address and e mails will be forwarded as appropriate. The children can ask questions of the teacher using the Seesaw platform which is monitored by HT / DHT.

### **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
- 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**

Follow the schools safeguarding policy during Remote Learning.

## **6. Monitoring arrangements**

This policy will be reviewed at least annually by the HT – as lessons learned occur. At every review, it will be presented to the FGB for their information.

## **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