Church Square, Whitby YO21 3EG
School: admin.westcliff@yeat.co.uk
Headteacher: headteacher.westcliff@yeat.co.uk
Tel: 01947 602510

Remote learning policy

West Cliff Primary School - Yorkshire Endeavour Academy Trust

Approved by:	CEO - C Zanelli	Date:	Sep 20
Last reviewed on:	n/a		
Next review due by:	Sep 21		

Yorkshire Endeavour Academy Trust
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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

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 8.45 and 3.15.

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 providing remote learning, teachers are responsible for:

> Setting work

  o Class teachers will deliver their normal timetable as far as possible using seesaw/tapestry

  o Work will be put onto seesaw throughout the day as per a normal teaching day

  o All children should be logged into seesaw either on their own device or a home one

  o Staff who job share should work on their normal days

> Providing feedback on work – cover details like:

  o Pupils will return completed work on seesaw throughout the day

  o Teachers will feedback to pupils throughout the day

  o Work will be returned to pupils by the end of the day

> Keeping in touch with pupils who aren't in school and their parents –

  o Children should log onto seesaw at 9.00 - if they have not logged on by 11 please mail the office and cc Hazel Tayor and C Zanelli in – Mrs Grady will then follow up

  o Staff are not expected to answer queries out of school hours

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- o   Any complaints should be referred to the headteacher
- o   Staff are to call parents if children repeatedly do not complete work set

> Attending virtual meetings with staff, parents and pupils

- o   Dress code – staff should be dressed appropriately
- o   Locations – staff are to avoid areas with background noise and must have nothing inappropriate in the background)
- o   If staff are teaching within school then zoom will be used during lessons to provide the introduction to lessons – camera must be faced at teacher

2.2 Subject leads

Alongside their teaching responsibilities, subject leads 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 leads 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 – this will be remotely by having access to other classes on seesaw

> Alerting teachers to resources they can use to teach their subject remotely

2.3 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

> Co-ordinating the remote learning approach across the school – Leanne Evans is the lead for seesaw

> Monitoring the effectiveness of remote learning – Leanne Evans will do this through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents. She will feed this back to the rest of SLT who will respond as necessary

> Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for all safeguarding issues – see Covid amended safeguarding policy for further details

2.6 IT staff

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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

2.7 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 teaching assistants

> Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

Insert details, such as:

> Make the school aware if their child is sick or otherwise can't complete work

> Seek help from the school if they need it – if you know of any resources staff should point parents towards if they're struggling, include those here

> Be respectful when making any complaints or concerns known to staff

2.8 Local Governing Body

The governing body 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 relevant subject lead or Leanne Evans

> Issues with behaviour – talk to SENCO

> Issues with IT – talk to Richard Harrison

> Issues with their own workload or wellbeing – talk to their line manager

> Concerns about data protection – talk to Sharon Markham

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> Concerns about safeguarding – talk C Zanelli or H Taylor

4. Data protection

4.1 Accessing personal data

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

> Use sharepoint or Bromcom on their school I pad

4.2 Processing personal data

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

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

Please read the amended safeguarding policy with covid addendum which covers remote learning

6. Monitoring arrangements

This policy will be reviewed annually by C Zanelli At every review, it will be approved by the local governing body

7. Links with other policies

This policy is linked to our:

> Behaviour policy

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> Child protection policy and coronavirus addendum to our child protection policy
> Data protection policy and privacy notices
> Home-school agreement
> ICT and internet acceptable use policy
> Online safety policy

Lockdown 2 – Update – January 2021

Following a staff meeting and listening to parental feedback we have finalised our remote learning provision for the current lockdown.

Children in EYFS

- Children will access their learning through tapestry. This will be 3 hours per day (in Reception) including Maths, Phonics and a story. There will be videos of teaching sessions rather than lives sessions

Children in KS1 and KS2 (Y1-6)

- Every child will receive a daily timetable for the day prior to 8.30 am. It will outline the timings for the day and the tasks. The timetable will contain the same lessons as the children in school where possible – this will be at least 4 hours work daily.
- The majority of our lessons will be on seesaw slides with audio instructions and explanations which will also be shared with the children in class.
- Zoom lessons will be used occasionally where appropriate, these will be clearly indicated on the timetable – and all school I pads have zoom installed.
- In Y6 as they have proved to be successful in the past, Zoom lessons will be used more frequently to prepare children for their transition to secondary school. Again, these will be clearly indicated on the timetable.

Marking

· Teachers will mark with a ü , x , 'like' or provide audio feedback if necessary.

· Teachers will mark work completed on the set day and then archive the activity. New work will be set the following day. Work can only be completed on the day it is set.

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