

Herne Bay Infant School and Seashells Nursery.



Remote learning policy 2021-2023

Amended:

Date: December 2021

Approved by the Governing Body:

Date: December 2021

Review:

Date: November 2023

Chair of Governors: K.Amos

Date: December 2021

Headteacher: N. Brown

Date: December 2021

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Rationale

In March 2021, all classes returned to full-time education following the second Covid 19 lockdown in January 2021. Although we hope that the majority of our pupils will now have an uninterrupted school experience, there is the possibility that an individual child, a class pod or the whole school, may need to self-isolate for a period of time. We have therefore put in place a plan for remote learning so that all children can continue with their education. A questionnaire was sent to all of our school families to ascertain parental view on what would be most helpful for home learning and this has been considered in the writing of this plan.

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not 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

Teachers are expected to be available for work between 9 am and 3pm. If they are unavailable during this time, for example due to illness or due to caring for a dependent, they should report this using the normal absence reporting procedures. If this affects the completion of any work required, teachers must ensure that they inform the other staff in their year group or SLT to ensure work is completed.

When providing remote learning, teachers are responsible for:

Setting work

- Teachers need to create a weekly timetable of work for their year group in liaison with their year group team covering all areas of the curriculum in relation to the connector for that term.
- Work needs to be emailed to the Key Stage Senior Leader the Thursday before the week the work commences. These will then be forwarded to the IT technician to be uploaded onto the school website.

- Teachers will work together as a year group team to ensure that the work is planned and ready.

➤ **Providing feedback on work**

- Pupils can send any completed work to teachers via year group emails
- Teachers can email back feedback if required
- Teachers should create a year group rota system to ensure that emails are looked at each day.
- Teachers should respond to any emails from parents / children within a maximum of 48 hours.
- Teachers can forward photos and examples of work to the IT technician to go on Twitter and the school website. Teachers should **only** send work for children who have the correct parental permissions.
- Year group emails are as follows:
- nursery@herne-bay.kent.sch.uk
- yearrteachers@herne-bay.kent.sch.uk
- year1teachers@herne-bay.kent.sch.uk
- year2Teachers@herne-bay.kent.sch.uk

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

- Teachers will send a fortnightly whole class message. This will be sent to the headteacher for approval and then forwarded to the IT technician to be put onto Twitter, the website and emailed to the appropriate class.
- Emails received in the year group email from parents and pupils will be checked between the working hours of 9 am and 3 pm Monday – Friday. Teachers should respond to any emails from parents / children within a maximum of 48 hours. Any teacher within the year group can reply to the emails; it does not have to be the child's class teacher.
- Any issues received must be dealt with in a professional manner by the class teacher. If the teacher is worried or concerned about a particular email and how to respond, they should forward the email to Key Stage Senior Leader or the Head teacher.
- Any safeguarding concerns should be shared immediately with the Designated Safeguarding Lead or if they are unavailable, a Deputy Safeguarding Lead.
- Teachers are to attempt to make contact with all their pupils every 2 weeks via a telephone call when in school or from a withheld number. Contact details for parents can be accessed via SIM's or the class contact file in the school office. Record all contact with parents on CPOMs with any relevant information or actions.
- Contact should always be professional, polite and positive.
- There is no expectation from the school that work must be complete at this time. The school believes that all parents will be doing their best.

➤ **Attending virtual meetings with staff and / or parents**

- Please refer to the Herne Bay Infant School and Seashells Nursery Zoom meeting guidelines.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9 am and 3 pm Monday to Friday. During this time, they are expected to check work emails, undertake any set online CPD and be available when called upon to attend school. If they are unavailable during this time, for example due to illness or due to caring for a dependent, they should report this using the normal absence reporting procedures.

Teaching Assistants who are part of the SEND team may be asked by the SENCO to provide support for pupils that they would be working with in school.

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- › Monitoring the work set by teachers in their subject – review on the school website
- › Consider any changes that may need to be made to connectors moving forwards.

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- › Co-ordinating the remote learning approach across the school
- › Remote learning plans sent to Key Stage leaders to be reviewed prior to sending to the IT technician for the website.
- › Monitoring the effectiveness of remote learning –reviewing work set by teachers, monitoring email correspondence between parents and teachers, eliciting feedback from parents.
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- › SENCO is responsible for maintaining contact with children who have EHCP's or HNF. SENCO will direct SEND HLTA staff to provide support / work for children who would be having regular SEND intervention.

2.5 Designated safeguarding lead

The DSL, Deputy DSL and the FLO are responsible for maintaining contact with vulnerable families, passing on information and responding to any concerns.

Fortnightly safeguarding meetings will continue virtually.

2.6 IT technician

IT staff are responsible for:

- › Fixing issues with systems used to set and collect work
- › Helping staff and parents with any technical issues that they are 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 / supporting parents with parental settings

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- › Be contactable during the school day from 9am – 3pm – although pupils will not be expected to be in front of a device for that entire length of time
- › Seek help if they need it, from teachers
- › Alert teachers if they are not able to complete work

Staff can expect parents with children learning remotely to:

- › 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 relevant subject lead / Key stage senior leader or SENCO
- › Issues with behaviour – talk to the SENCO or SLT
- › Issues with IT – talk to the IT technician
- › Issues with their own workload or wellbeing – talk to their year group leader or SLT
- › Concerns about data protection – talk to the IT technician / IT lead teacher / DSL
- › Concerns about safeguarding – talk to the DSL or Deputy DSL

4. Data protection

4.1 Accessing personal data

- › All staff have access to CPOMs to record any parental contact or concerns about children. This is accessed via a 2 step security system. Ensure you log out after use. Do not allow access to the site to any third party or share your log-in details.
- › Teachers can access pupil data via SIMs using a secure password. Ensure you log out after use. Do not allow access to the site to any third party or share your log-in details.
- › SLT can locate personal details of families via SIMs using remote access. SLT will not share their access permissions with other members of staff.
- › School laptops and iPads are the school's preferred devices to be used when working from home rather than their own personal devices.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses or phone numbers as part of the remote learning system. Such collection of personal data is necessary for the school's official functions and do not require explicit permissions.

While this may be necessary, 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

Please speak to IT staff if you want to include details on how to put these measures in place.

5. Safeguarding

Please see the Child Protection Policy / Acceptable Use Policy via the school website.

6. Monitoring arrangements

This policy will be reviewed as when new updates are issued by the Department for Education by the Head teacher and the Computing leader in consultation with the IT technician. At every review, it will be approved by the Chair of Governors.

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
- › Home-school agreement
- › Acceptable use policy Online safety policy
- › Herne Bay Infant School and Seashells Nursery Zoom meeting guidelines
- › Staff Code of conduct

8. Recommended sites for use.

Purple Mash – all pupils have an individual log in. Teachers can set work for their class and review work that has been done.

The Oak National Academy – teaching content will be provided to children through age appropriate video content on the DfE published list of educational resources site, the Oak Academy Website. This provides the equivalent of 3 hours of lessons per day for primary age children. Lessons are delivered by a teacher, with a pre-recorded video as well as quizzes, worksheets and creative activities. Pupils only need materials that they can find at home.

BBC Bitesize – Lessons, including videos, quizzes and activities are aimed at KS1 and cover English, Maths, History, Geography and Science curriculum areas.

Oxford Owl – Contains a free e-library with books suitable for all reading abilities from Nursery to Year 2. There are also blogs and ideas on how to support learning from home for Reading (including Read, Write, Inc resources), Writing and Maths on this website.

PhonicsPlay - Interactive games are available where children can apply their phonetical knowledge to real and alien or nonsense words. Games are organised into phases of sounds.

White Rose Maths – Daily home learning lessons are provided for Years 1 and 2 with videos modelling how to complete the activities.

Topmarks – A library of Maths games are available that are grouped by age range (aged 3 to 14) or Mathematical theme. Games include number, calculation, geometry and measure, etc.