Learn, have fun, and reach for the stars

Hendrefoilan Primary School Remote learning policy

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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 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

- When providing remote learning, teachers must be available between 8.50 am and 3.30 pm on weekdays. Part time teachers must be available for their contracted working hours.
- If they 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. The normal absence procedure is phoning 290223 by 8.15 am on the first day of absence.
- Please note that if a child/children is/are unwell or self-isolating, there is no expectation for the school to provide work. The Swansea Virtual School remains live and populated with resources should parents wish to access it at www.swanseavirtualschool.org.

When providing remote learning, teachers are responsible for:

- Providing work for every pupil in their class.
- Setting work by 3pm the day before at the latest.
- Work should be uploaded to Just 2 Easy (J2E) in the Foundation Phase and Google Classroom in Key Stage 2.
- Teachers should co-ordinate with other teachers via Teams meetings to ensure consistency in the amount set and progression year to year. The Headteacher has access to all classes on Seesaw and all work set on J2E and Google Classrooms to ensure consistency. Pupils with limited access to devices will be provided with mobile devices by the Local Authority.
- Login to J2E or Google Classroom and provide comments and feedback on pupils' work.
- Supporting pupils and parents to access work by sharing video tutorials and answering queries and questions.
- Online learning for all pupils in the Foundation Phase is on J2E. Please control and click on the following link for an online tutorial covering how to log in to pupils' Hwb accounts and access a shared folder holding their work. https://hwbwave15-my.sharepoint.com/personal/fielda8_hwbcymru_net/_layouts/15/onedrive.aspx?q=j2e&id=%2Fpers

onal%2Ffielda8%5Fhwbcymru%5Fnet%2FDocuments%2FAttachments%2FJ2E%20tutorial%2EMP4&parent=%2Fpersonal%2Ffielda8%5Fhwbcymru%5Fnet%2FDocuments&parentview=7

- Online learning for all pupils in Key Stage 2 is on Google Classroom. Please control and click on the following link to the tutorial video will explaining how to login to pupils' Hwb accounts and join a Google Classroom. https://hwbwave15-my.sharepoint.com/personal/kelleherm3_hwbcymru_net/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fkelleherm3%5Fhwbcymru%5Fnet%2FDocuments%2FGoogleclassroom%2EMOV&parent=%2Fpersonal%2Fkelleherm3%5Fhwbcymru%5Fnet%2FDocuments
- Feedback should be shared between 8.50 am and 3.30 pm.

Staying connected with pupils who are not in school and their parents:

- Teachers are expected to stay connected with pupils via J2E and Google Classroom. If pupils are not engaging with the learning platforms. Teachers are expected to check in via phone calls. This can be done from home (use 141 to block private numbers before dialing).
- Teachers should answer emails promptly (within 24 hours). Teachers should not answer emails outside of working hours.
- Teachers should refer any complaints or concerns shared by parents and pupils to a senior member of staff for the appropriate action is taken.
- Behavioural issues, such as not completing work, should be discussed with a senior member of staff before appropriate action is taken.

Attending virtual meetings with staff, parents, and pupils:

- Teachers should dress appropriately in clothes suitable for the working day.
- Avoid areas with background noise, and ensure that there is nothing inappropriate in the background. Wherever possible, Teachers should blur their background screen.
- If teachers will also be working in school with all pupils, they will not need to provide remote learning. If teachers/pupils are working in school for part of the week in small group there will be links between the in-school and remote provision – work will be set for home and school. Introductory videos will be posted by teachers on the learning platforms (J2E and Google Classroom) to explain the carousel of six school based and home-based learning tasks.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available for their core working hours.

If they 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.

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

- Supporting pupils who are not in school with learning remotely – commenting and celebrating good examples of work.
- Attending virtual meetings with teachers, parents, and pupils.

- Teaching Assistants should dress appropriately in clothes suitable for the working day.
- Avoid areas with background noise, and ensure that there is nothing inappropriate in the background. Wherever possible, Teachers should blur their background screen.

2.3 Area of Learning and Experience Leads, Phase Leads and the Additional Learning Needs Coordinator

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 a suitable distance away from each other.
- Monitoring the remote work set by teachers in their subject through regular meetings with teachers or by reviewing work set.
- Alerting teachers to resources they can use to teach their subject remotely.

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set or considering feedback from pupils and parents.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Mr Kelleher and the SLT are responsible for co-ordinating the remote learning approach across the school.

2.5 Designated safeguarding officer (DSO)

The DSO is responsible for:

- Identifying the most vulnerable children in school.
- Updating and managing access to child protection files, where necessary.
- Liaising with children's social workers where they need access to children in need and/or to carry out statutory assessments.
- Add all details of cases to My Concern.
- Please read this alongside the School's Child Protection and Safeguarding Policy.

2.6 The IT/DCF Leader

The IT/DCF Leader is responsible for:

- Fixing issues with systems used to set and collect work.
- Helping staff and parents with any technical issues 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.

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although 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 are 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 cannot complete work.
- Seek help from the school if they need it – if you know of any resources staff should point parents towards if they are struggling, include those here.
- 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 is 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 Area of Learning and Experience Lead or Additional Learning Needs Coordinator.
- Issues with behaviour – talk to the relevant head of phase or Area of Learning and Experience Leader.
- Issues with IT – talk to Mr Kelleher.
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to Mrs Field or Mrs Lingard.

- Concerns about safeguarding – talk to the DSO (Mrs Field) or the Deputy DSO (Mr Webb).

4. Data protection

4.1 Accessing personal data

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

Explain:

- Access pupils work via J2E and Hwb. These are secure servers in the school's IT network.
- Use devices provided by the school to access pupil data, rather than their own personal devices.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as Hwbmail addresses as part of the remote learning system. 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 still are 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.
- 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

The school's child protection policy has been amended to reflect the current situation and should be read alongside this policy. The Child Protection and Safeguarding Policy 2020 can be found in the Health and Safey Folder in Hwb.

6. Monitoring arrangements

This policy will be reviewed by the SLT (Senior Leadership Team) termly. 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.
- The School's Prospectus.
- ICT (Information Communication Technology) and internet acceptable use policy.
- Online safety policy.