



'Old Heath is a safe place for your child
to learn, achieve and enjoy success.'

'REMOTE LEARNING POLICY' in Response to Covid Pandemic

November 2020

Ratified by the Governing Body: Dec 2020

Review Date: termly if Class Bubble closes, if not Spring 2022

'TRY OUR BEST, THINK OF OTHERS,
TELL THE TRUTH & SHOW RESPECT'

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:
 - a) Children who are isolating whilst themselves or a member of their family are waiting for COVID test results ~ 3 to 5 days absence
 - b) Children who have tested positive and need to self-isolate
 - c) Children where a family member has tested positive and the whole family is isolating
 - d) Children who are isolating after a return from a holiday
 - e) Complete Bubble Closure
- 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

In the situation of children being off ill when awaiting Covid Test or when confirmed and being ill with symptoms we do not expect teaching staff to provide any learning packs or that children should try to do school work when poorly!

When children are in ‘isolation’ awaiting test or due to family self isolating, teachers will create paper based learning packs to practise basic skills (reading, maths, writing, spelling, phonics) for the immediate period i.e. first week and then depending on each family situation provide a second week pack with work based on previous week’s class work and any other ‘basic skills’ work.

In the event of a ‘Bubble Closure’, teachers will have ready a ‘basic skills’ pack (first week) that can go home with children in the bubble (if bubble closure notified when children in school) or delivered via families who live nearby or staff delivery.

For the second week the class teacher, who will be in self isolation as part of the Bubble Closure, will

- a) email work to the school office that can then be either sent out to families able to print out at home or printed in paper form for delivery. This second week should contain ‘topic based’ learning that had been planned by the class teacher for the previous week plus this week in a format that parents and children can access at home.
- b) uploaded to school website by HT
- c) class teachers should also be providing parents/children with appropriate learning video clips for specific concepts from The Oaks National Academy library. This can also be linked via the school website. Also any other websites that provide support to parents and children ie phonic games

It will be expected that on return to school children will bring their completed work packs in. Class teachers will be provided with a separate email address specifically for ‘Remote Learning’ situations; these will be used only in the school day for parents to contact class teacher to share completed work or check work/learning expectations.

If a member of teaching staff becomes sick (not Covid) when in 'Bubble Closure' they must notify the school as per normal procedure. If they develop Covid symptoms, then they will need to get tested etc and keep the school informed.

2.2 Support Staff (Teaching, Site Support & Office staff)

Teaching Assistants whilst in school may be asked to photocopy learning packs for their own class or another class for individual children/families who are not in school due to awaiting testing/family isolation due to positive Covid test.

Teaching assistants are not expected to be involved in supporting via email or calls whilst in isolation as 'Bubble Closure'. Depending on their own technology at home they may be asked to find/create resources or trial online learning resources that can then be allocated to children in the class via the class teacher/ParentMail/school website.

Support/Office staff may be asked to deliver remote learning packs, contact parents via ParentMail with remote learning pack materials

If a member of support staff becomes sick (not Covid) when in 'Bubble Closure' they must notify the school as per normal procedure. If they develop Covid symptoms, then they will need to get tested etc and keep the school informed.

2.3 Subject Leads

Old Heath Community Primary School has 'Subject Leads' and Subject Leads may support with advice re specific websites etc but as a one class entry primary school, the expectation for providing 'remote learning' lies completely with the class teacher.

2.4 Senior Leaders

In the case of a 'Closure Bubble' the HT with the support of admin staff will co-ordinate the publication of remote learning approach across the school via production of packs, website uploads and parent emails (via Parentmail)

2.5 Designated Safeguarding Lead

At Old Heath Community Primary School the DSL is also the HT and in terms of a 14 day 'Bubble Closure' or family self-isolation the HT will support families who are already notified with safeguarding concerns, stay in contact with families who we believe may be in need of support more than 'home learning'. HT will also be checking in with families with FSM needs / PPG.

HT will ensure that staff are using suitable website links and have a duty of care for teaching staff re contact with parents via separate 'remote learning' emails.

2.6 IT Staff

Old Heath Community Primary School does not have a dedicated member of the staff team as IT Support. We have a contract with Cablers for our own school IT equipment but we do not have the capability to fix parental computer equipment issues. The DfE 'designated FSM' computer offer will not be applicable in the case of a school class bubble closing down and the school is unable to

release it's stock of ICT kit as it is still required in school for the other classes and that it is actually set up to work off the school server system.

2.7 Staff, Parents and Children

Staff can expect parents and children learning remotely to:

- work on the learning set over the period
- understand that children do not need to work on academic based subjects for more than 1 to 2 hours over the day depending on age. One to one learning at home with a parent is a 'quicker' process than learning in school as much more concentrated.
- if needed contact the class teacher via their 'remote learning' email only and understand that they are only expected to respond with school hours.

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 teaching 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 / SENCO / HT
- Issues with IT – talk to IT staff, if isolating please contact school who can then contact Cablers as needed
- Issues with their own workload or wellbeing – talk to their line manager ie HT
- Concerns about data protection – talk to the HT
- Concerns about safeguarding – talk to the DSL/HT

4. Data Protection

4.1 Accessing or processing personal data

Class teachers will not be accessing any personal/processing data other than responding to parent's emails via the school given email address. Should a closure bubble occur over an assessment period or an expected Target Tracker update then the HT will not expect this to be completed online from home.

4.3 Keeping devices secure

If staff are using their own devices at home then it is expected that 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 see latest Child Protection Policy

6. Monitoring arrangements

This policy will be reviewed in each term of the COVID Pandemic if we have needed to close a class bubble in order to check the procedures. If we do not close a class bubble then it will be reviewed as an annual policy in Autumn 2021 and kept on file in case of further pandemic outbreaks.

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