



Langford Budville CofE Primary School

Statement for Remote Learning

This statement should be taken and used as part of Langford Budville Church of England School's overall strategy and implemented within the context of our vision, instrument of government, aims and values as a Church of England school.

Aims

This statement for remote learning for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school due to national lockdown or self-isolation during the Covid-19 pandemic
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

Roles and responsibilities

Teachers

- When providing remote learning, teachers are responsible for:
 - Setting appropriate work for the children they teach.
 - Work set will cover a range of curriculum areas including reading, writing, SPAG, maths and foundation subjects that would have been taught in school
 - Teaching will be provided as a combination of videos including some teacher prepared videos on the school YouTube link, PowerPoint/PDF, as well as other online videos e.g. Oak National Academy and White Rose teaching resources, plus hard copies of materials such as reference texts and other related activities for the children
 - Work will be sent in work packs of hard copies together with paper copies of online links; these will also be posted online on the ClassDojo platform
 - As children may need to share laptops or devices with the adults in the house or other children, there will be a number of activities that can be completed without access to the internet
- Providing feedback on work
 - Parents should upload photographs of completed work – with a message if desired - to the ClassDojo learning platform, preferably each day.
 - Teachers should provide feedback via ClassDojo in line with the expectations in the school's feedback and marking policy
- Keeping in touch with pupils who aren't in school and their parents



- Teachers will keep in contact with pupils and families about their work via ClassDojo using the feedback facility and message function
- For other contact, teachers and parents will continue to use the dedicated email address for each class, or the office email address
- Where children are not accessing the remote learning staff should contact parents by phone to discuss school expectations, barriers to accessing the work and how school/home can work together to ensure all children are learning remotely
- Where parents raise any complaints or concerns then teachers should discuss these with the Head of School and share the email replies or notes of telephone conversations with the Head of School
- For any safeguarding concerns, refer to the section below
- Behaviour issues at home or if pupils are not completing work should be addressed in line with normal school procedures.
- Attending virtual meetings with staff, parents and children
 - Each class teacher will hold weekly online Zoom live sessions with children in their class; this will enable staff to keep a wellbeing check on all children and allow the children a voice when feeding back about their work and news – parents must receive the eLiM Participating in a Livestream Session document to ensure they understand the protocols involved in their child participating in such a session.
 - School staff may use Microsoft Teams to hold virtual meetings with parents where this is a requirement for multiple agencies to attend the meeting (eg SEN meetings). Other contact should be via phone calls and only on-site if absolutely required – other than during a national lockdown when on site meetings are not permitted.
- If teachers are working in school and they are providing remote learning for children who are self-isolating then the above will apply with the following amendments:
 - Work will not necessarily be set on Day 1 but should be provided for Day 2 onwards; it will not include teacher produced teaching videos
- If a teacher is self-isolating, and the pupils are all in school then the following applies:
 - Where the teacher is well enough, they should provide the teaching and resources for the children attending school who are being supervised by a teaching assistant

Teaching assistants

During a national lockdown where only vulnerable children and the children of key workers are in school, teaching assistants must be available for their normal working hours.

If teaching assistants 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 in school, teaching assistants are responsible for:

- supporting the class teacher as directed to enable the children in school to access the learning programme
- Supporting the class teacher with the preparation of resources or delivery of remote learning work packs
- Supervising the children in class in the event that the teacher is required to self-isolate. Teaching resources will be provided by the teacher.

Head of School

The Head of School, with support from the SENCO, is 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 gaining feedback from pupils/parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Designated safeguarding lead

The DSL is responsible for:

- See Child Protection policy and addendum to Child Protection policy

School Business Manager

The School Business Manager is responsible for:

- 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
- Being aware of and acting upon PIA and GDPR considerations
- Assisting pupils and parents with accessing the internet or devices

Children and parents

Staff can expect children learning remotely to:

- Complete work as set by teachers
- Seek help if they need it, from parents or via the messaging system with teachers

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Alert teachers if their child is not able to complete work for any reason and work with the school to overcome any issues or barriers
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff



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

Who to contact

If staff have any questions or concerns about remote learning, personal workload or wellbeing they should speak with the Head of School

Staff with concerns about data protection – talk to the data protection officer (Business Manager) or Head of School

Staff with concerns about safeguarding - talk to the DSL or Head of School

Data protection

Accessing personal data

Staff members may need to collect and/or share personal data such as phone numbers or email 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 and to ensure that it is kept secure.

Staff will not store pupil personal data on memory sticks or removable media, where it cannot be accessed by the school in the event of the staff member's illness.

Any accidental data loss or disclosure must be reported to the head as soon as the teacher becomes aware.

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), and are changed regularly
- 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 on any home devices used for school business (e.g. Windows Defender)
- Keeping operating systems up to date – always install the latest updates
- Keeping alert to phishing or scam emails

Staff are also reminded to ensure that they adhere to the staff acceptable user policy when working remotely.

If a staff member thinks that their device has been compromised (e.g. by a virus or ransomware) they must turn it off immediately and inform the school. It must not be used until the school have assessed any possible risk.

Safeguarding

- See addendum to child protection policy

Monitoring arrangements

This statement will be reviewed as required for the academic year 2020-21. At every review, it will be shared with the governing body.

Links with other policies and statements

This statement is linked to our:

- Behaviour policy
- Child Protection policy and Coronavirus addendum to the CPP
- Data Protection policy and Privacy Notices
- Acceptable Use statements