St Barnabas CE Primary School

Aspire, Believe - Together Achieve

Remote Learning Policy

Date approved by Governors	
Review Date	
Signed Chair of Governors	
Signed Head Teacher	

Let your light so shine before men, that they may see your good works and glorify your father, which is in heaven.   Matthew 5:16

At St. Barnabas, we serve our community with great pride; Christian teachings provide guidance for our staff and pupils to make positive life choices, enable us to be a fully inclusive setting that celebrates our differences and models tolerance, acceptance and respect for one another.

We pride ourselves on building great working relationships with our pupils, parents and wider community, empowering personalisation. Our shared value and core belief that every child has many contributions to offer our world is underpinned by our vision – *Let Your Light Shine.* Matthew 5:16

1. Aims

This remote learning policy for staff aims to:
- Ensure consistency in the school's approach to remote learning;
- Set out expectations for all members of the school community with regards to remote learning;
- Ensure that remote education is fully integrated as an essential part of the curriculum
- Provide appropriate guidelines for data protection.

2. Roles & Responsibilities

Staff will need to be flexible in their approach to working from home. Some tasks may vary from those typically associated with their role or require the use of technology in a way that working in school does not require.

Teachers
Teachers must be available between 8.30am and 3.30pm on their normal working days. This applies whether in school or working from home due to self isolation. 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. Staff are to contact the Head teacher (Deputy Head teacher if Head unavailable)to report an absence by 7am on the day they are not to be in work. This is via a phone call (or initial text message).

Teachers are responsible for:
- Setting up Class Dojo Portfolio for all children at the start of Term 2 and encouraging all families to check that they have access.
- Setting work via email and dojo portfolio: - Creating a weekly timetable of work for their class. This must include maths, English spelling/phonics and reading activities as well as the wider curriculum.
- Setting an appropriate amount of work for their class each day, equivalent to the work pupils would be expected to complete in school.
- Remote learning videos to be recorded and shared in the event of a 'bubble closure' or local/national lockdown. Any pre-recorded video models shared on Class Dojo Portfolio to be made in classrooms or with a plain background in a home.
- Year group teams (e.g. 5/6 team) to coordinate remote learning to ensure coverage particularly with foundation subjects.
- Creating learning packs for pupils with limited access to devices to take home to complete.
- Ensure learning packs are available for pupils with specific needs (e.g. children with an EHCP) that allows them to work towards their targets and access work at their own level.
- Providing feedback on work: - Pupils can send their work to their teacher via Class Dojo Portfolio. Teachers should add a comment and approve the post to send it to parents.
- Where relevant, answers will be made available on Class Dojo so that work can be marked at home.
- Keeping in touch with pupils and parents: - Regular posts to be placed on Class Dojo (will be daily in the event of a 'bubble closure' or local/national lockdown).   This will include check in comments, information as needed and celebrations of children's learning.
- Any Class Dojo messages from parents need to be answered within 24 hours (between the hours of 7am and 7pm only).

- Phone calls home will be made to vulnerable families across school (frequency depends on severity of lockdown/closure). All contact to be recorded on the school server on relevant spreadsheet. Any concerns or safeguarding concerns to be recorded on CPOMs.
- Attending virtual meetings with staff and other professionals - School dress code to follow the code of conduct policy.

- Using time for professional development e.g. reading articles, blogs, books and other source material to support an area of professional interest or school priority (all staff)

Teaching Assistants

Teaching assistants must be available for their normal contracted 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. Staff are to contact the Head teacher to report an absence by 7am on the day they are not to be in work. This is via a phone call (or initial text message).

Teaching assistants are responsible for:

- Supporting pupils with learning via email or dojo:
- When requested by SLT
- When requested by the SENCo
- When requested by class teachers

- Attending virtual staff meetings with teachers, SLT or other professionals:
- School dress code to follow the code of conduct policy.
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

- Supporting class teachers in ensuring learning packs are available for pupils with specific needs (e.g. children with an EHCP) that allows them to work towards their targets and access work at their own level.

- Using time for professional development e.g. reading articles, blogs, books and other source material to support an area of professional interest or school priority (all staff)

Subject Leads

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

• Working with teachers and senior leaders to make sure work set across subjects is appropriate and consistent.
• Alerting teachers to resources they can use to teach their subject;
• Review current subject in the light of home learning. Evaluate what changes will need to be made throughout the term.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the school;
- Monitoring the effectiveness of remote learning – through regular meetings with teachers, subject leaders or as a SLT, reviewing work set or reaching out for feedback from pupils and parents (if necessary);
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Ensuring Class Dojo is operating/set up correctly (enlisting support from IT where necessary)
- Regularly check on the health and well-being of staff working from home.

Designated Safeguard Leads

The DSLs are responsible for:

- Maintaining contact, collating, passing on information, attending virtual meetings and responding to any concerns.
- Monitoring phone calls home to vulnerable families spreadsheet. Any concerns or safeguarding concerns to be discussed with class teacher and actioned where relevent.
- Monitor entries on cpoms and action where necessary with the relevant professionals. All action should be followed up to ensure support is in place.

IT Staff

IT staff (external) are responsible for:
• Fixing issues with systems used to set and collect work;
• Helping staff with any technical issues they're experiencing;
• Reviewing the security of systems and flagging any data protection breaches to the data protection officer;
REMINDER - IT Support is available via 01454 863838 or by logging at: servicedesk@integra.co.uk

Pupils and Parents

Staff can expect pupils to:

- Complete work set on a regular basis aiming for tasks completed daily (Monday – Friday);
- Seek help if they need it, from teachers or teaching assistants;
- Alert teachers if they are not able to complete work via Class Dojo Portfolio.

Staff can expect parents to:

- Seek help from the school if they need it;
- Be respectful when making any complaints or concerns.
- Support their children to access their learning to the best of their ability.

Governing Body

The Local 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 systems are appropriately secure, for both data protection and safeguarding reasons.
- Regularly check on the health and well-being of all staff, including SLT.

3. Staff Responsibilities When Self-Isolating

Throughout this period it is likely that staff will need to self-isolate for periods of time e.g. because a family member is awaiting a C19 test or because they have been contacted by the national 'track and trace' programme.

- If a member of staff is self-isolating (but otherwise fit for work) it is expected that they will be available to work from home and the above guidance will apply.
- For teachers, this will most likely require them to plan lessons, liaising with their teaching partner, TA and any staff providing cover. They may also have time to look at planning for future weeks / terms or to work on developments in their subject area.
- For non-teaching staff, this will be agreed with your line manager.

If in doubt, please contact your line manage, at the start of any period of self-isolation, for guidance.

4. Who to contact

If staff have any questions or concerns, they should contact the following individuals:

- Issues in setting work – talk to the relevant subject lead, SLT or SENCo
- Issues with behaviour – talk to the SLT, SENCo
- Issues with IT – contact IT via Integra IT Service Desk servicedesk@integra.co.uk
- Issues with their own workload or wellbeing – talk to SLT
- Concerns about data protection – talk to the SBM
- Concerns about safeguarding – talk to one of the DSL Team (Head or Deputy)

All staff should be able to be contacted via their school email address. School emails should be checked at the start of each day by all staff and then regularly throughout their working day.

5. Data Protection

This section of the policy will be used in conjunction with the school's Data Protection Policy.

When accessing personal data:

- All teaching staff, HLTAs, TAs, office staff and SLT have access to CPOMS to record any concerns about children. This is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party.
- All teaching staff have access to specific files on the shared teacher drive to record parent contact. This is kept in an electronic file only accessed via a secure log in for teachers.

- Teachers are able to access parent contact details via SIMS/Teachers2Parents using a secure password. Do not share any details with third parties and ensure SIMS/Teachers2Parents is logged off.
- School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.
- Staff are to make contact with parents using mobile phones or the school landlines. Staff must use a private number setting if using their own phones or 141 in front of numbers to use an unknown caller ID.

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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);
• Making sure the device locks if left inactive for a period of time;
• Not sharing the device among family or friends;
• Keeping operating systems up to date – always install the latest updates.

6. Safeguarding

This section of the policy will be used in conjunction with the school's Child Protection and Safeguarding Policy, which has been updated to include safeguarding procedures in relation to remote working.
- The DSL Team will identify 'vulnerable' pupils (pupils who are deemed to be vulnerable or are at risk of harm) via risk assessment prior to the period of remote learning.
- The DSL Team will arrange for regular contact to be made with vulnerable pupils, prior to, and during, the period of remote learning.
- Phone calls made to vulnerable pupils will be made using school phones where possible, or staff must use a private number setting if using their own phones or 141 in front of numbers to use an unknown caller ID.
- The DSL will arrange for regular contact with vulnerable pupils once per week at minimum, with additional contact arranged where required.
- Contact with vulnerable pupils will be recorded on CPOMS where appropriate.
- The DSL Team will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.
- The DSL will meet (in person or remotely) with the relevant members of staff to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely if changes occur.
- All members of staff will report any safeguarding concerns to a DSL immediately and log them on CPOMS.
- Pupils and their parents will be encouraged to contact a DSL if they wish to report safeguarding concerns, e.g. regarding harmful or upsetting content or incidents of online bullying.
- The school will also signpost families to the practical support that is available for reporting these concerns.

6. Monitoring Arrangements
This policy will be reviewed as and when updates to remote/home learning are provided by the government or LEA. At every review, it will be approved by the Head teacher and Governing Body.

7. Equalities Statement

The governors and staff at the school are committed to providing supportive remote learning that enables all pupils to have equal access to learning and guidance to support them in making progress.

We take opportunities to maximize positive impacts for sexuality, disabled and nondisabled people, people of different ethnic, cultural and religious backgrounds, girls, boys, men and women

Links: SEND policy , Equalities policy and Inclusion policy