



# **Egerton Primary School**

## **Remote Learning Policy**

**2020-21**

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## Context

We surveyed parents at the end of the summer term to seek feedback regarding our approach to remote learning. This was overwhelmingly positive and confirmed that this approach could be continued from September for those children needing to self-isolate. The survey can be found on the home page of our school website:

<http://www.egerton.cheshire.sch.uk/>

## Intention

It is our view that children should be able to access a high quality education involving an ambitious and broad curriculum both in school and remotely if necessary. Remote learning will mirror what is going on in the classroom at school for their peers. Tapestry (EYFS) and Seesaw (KS1 and 2) are on line learning platforms that have been used in daily life at school for the past 4 years and more for Tapestry. The children and parents are very familiar with them and are perfect platforms for remote learning.

## Roles and responsibilities

### Teachers

Teachers must be available between 9am and 4pm. If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this to the Headteacher using the normal procedures according to the attendance management policy. If it affects the completion of any work required, teachers must ensure that arrangements have been made with SLT to ensure work is completed.

Teachers are responsible for setting work:

### Seesaw structure to each school day:

- Morning video from the teacher and uploaded worksheets at 9:00 on the school website
- Children to register their engagement by 9.15am
- Comments approved and answered from 12:00noon
- Story time at 15:00
- Friday 15:00 – Mrs Hooper's video message

### School expectations for uploading work on Seesaw:

- children upload their maths work *twice a week*
- children upload their writing on *Fridays*
- children upload answer to reading comprehension *once a week*
- children can upload their `special moment` (baking, cycling, painting etc)
- children can upload `topic work` and projects

### **School Website:**

When children are self-isolating for a significant amount of time then activities will also be uploaded to the website.

### **If a child is isolating for 14 days their exercise books and some resources will be delivered to their home.**

### **Spanish:**

The school has access to an online learning resource for Spanish called Rockalingua! Mrs Levinsohn, Egerton's MFL teacher, will set the children lessons on Rockalingua through songs, games and worksheets. This Spanish learning will represent one lesson on the day they would have had it in school.

### **Learning Platforms**

Teachers will make use of a range of learning platforms such as:

- Education City
- Purple Mash
- Times Tables Rock Stars
- White Rose Maths

### **Feedback from teachers**

Seesaw and Tapestry are highly interactive. Both children and teachers can:

- Post short videos
- Post photographs of completed work
- Post audio messages
- Teachers will provide written, audio and video feedback for the children

### **The Headteacher**

The Headteacher will oversee all aspects of this policy with the support of SLT. They have an overview of the whole school on Seesaw and Tapestry.

- Daily checks of who is absent from school with follow up texts and calls to be sent in liaison with the admin team.
- Discussions with parents about absences according to the current guidance.
- Keeping a covid log of testing and self-isolation with dates of return to school.
- Ensuring teachers are informed of any children self-isolating and provide remote learning
- Monitor children's engagement with remote learning
- Home visits – to deliver books and provide emotional support to families
- Remain on call to speak to external professionals regarding safeguarding concerns such as Children's Services. All contact is to be logged on CPOMs.

### **Deputy Headteacher**

Alongside their teaching responsibilities, as outlined above, the DHT works with the Headteacher and is responsible for:

- Monitoring the work set by teachers in their subject – review work set weekly on the website. Give feedback to year groups teachers if changes need to be made.
- Alerting teachers to resources that can use to teach their subject remotely.
- Support the teachers wellbeing

### **Teaching Assistants**

When assisting with remote learning, teaching assistants must be available between 9am and 4pm. If they're 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 procedures according to the attendance management policy.

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

- Completing any tasks given that are linked to remote learning under the direction of the year group teachers.
- Liaising with the SENCO to support individual pupils with home learning should this be required.
- Attending virtual meetings with staff, parents and pupils. (e.g. avoid areas with background noise, nothing inappropriate in the background).

### **Designated Safeguarding lead – Alison Hooper**

The DSL is responsible for:

- Maintaining contact, collating, passing on information and responding to any concerns of a safeguarding nature, according to the guidelines set out in the Child Protection and Safeguarding Policy (September 2020) and Keeping Children Safe in Education, DfE, September 2020.

### **School Business Manager and Administration team**

When assisting with remote learning, the office staff must be available between 9am and 4pm. If they're 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 procedures according to the attendance management policy

When assisting with remote learning, office staff are responsible for:

- Ensuring that the central management system (SIMS) is kept up to date with the correct children information for staff to access at all times.
- To take calls/emails from parents regarding any remote learning issues and pass to the relevant staff member for a resolution. To log any calls that raise concern on CPOMs.
- To support the Headteacher with attendance and monitor the absence record
- To support teachers with any administration tasks that support remote learning.

## **Communication**

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

- Issues in setting work – Monika Babinska or Laura Capper
- Issues with IT – Debbi Brown (SBM) or SLT who can contact support if needed
- Issues with their own workload or wellbeing – Alison Hooper or Monika Babinska
- Concerns about data protection – Debbi Brown (SBM)
- Concerns about safeguarding – Alison Hooper

## **Data protection**

### **Accessing personal data**

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

- have access to CPOMS to record any parent contact or 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.
- School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

### **Processing personal data**

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions. While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

### **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)
- Using Staff share to share data safely
- 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

## **Safeguarding**

Please see the following for updates concerning safeguarding in relation to home learning:

- COVID-19 amendments to the Child Protection and Safeguarding Policy this also details reference to remote learning curriculum and risks online.
- This policy is available on our website.

## **Monitoring arrangements**

This policy will be reviewed as and when updates to remote learning are provided by the government by Alison Hooper (Headteacher) or Monika Babinska (Deputy Headteacher). At every review, it will be approved by the SLT.

## **Links with other policies**

This policy is linked to our:

- Behaviour policy
- Child protection and safeguarding policy (September 2020) and coronavirus addendum to our child protection policy
- Attendance Policy and coronavirus addendum
- Data protection policy and privacy notices
- ICT and internet acceptable use policy