

Working Remotely Policy
Billinghay CE Primary School

**First Approved by:
Governing Body**

**Updated due to National
Lockdown:**

Next review due by:

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Aims

This remote learning policy 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 working remotely
- Provide appropriate guidelines for data protection with regards to working remotely

1. School's approach in response to Covid-19

From Autumn Term 2020 onwards, in the event of self isolation of individual pupils, work will be uploaded to each classes class page on Microsoft Teams. For YR pupils, this will be on Tapestry.

In the event of one or more class bubbles isolating, remote learning on Teams, equivalent to the formal learning in school, will be in place to ensure all children have access to high quality learning at this difficult time.

These arrangements will help all pupils to learn alongside their peers and help to prevent them struggling with lesson content when regular school activity resumes.

Content on the school website will be regularly updated to provide on-going support to compliment our remote learning platform.

From autumn term 2, classes will begin to provide homework tasks on Microsoft Teams.

Correspondence has been sent to parents to inform them about how to access this learning platform.

The SLT will assess the need for this learning platform throughout the year and will adapt it accordingly.

2. Roles and responsibilities when working remotely

2.1 Teachers

Teachers working from home must be available between 9.00am and 3.20pm. 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 absence procedure. Where possible the class TA will participate in the online lesson but all live lessons must be recorded.

Home Learning

Teachers may be responsible for:

- Setting work:
 - Teachers working remotely at home will need to provide online lessons for the children (where appropriate) to ensure consistency across groups of children.
 - Teachers will need to provide daily Maths, English (including GPS, Reading, Vocabulary, writing and phonics, where appropriate) for each day. These lessons will follow the Recovery Curriculum that we are following in school to ensure consistency across cohorts.
 - Alongside the daily sessions above, teachers will provide weekly sessions for RE, History/Geography (depending on the topic), Science, IT and Music.
 - We will split each day into 3 x approx.1 hour learning sessions plus 30 mins max for physical activity in YR and KS1. We will split each day into 4x 1 hour sessions or equivalent so we provide a min of 4 hours remote learning in KS2. This will include a 30 min session set aside for physical activity.
 - These lessons will be shared on our online learning platform (Microsoft Teams).

- Each day will begin with a live register and pastoral support will be made available and will aim to finish with an end of day connect time..
- 1 lesson a day will be a 'live' lesson.
- We will aim for Collective Worship will take place once in the week led by the class teacher and once by the Headteacher. These will be recorded sessions and not live which the children can access.
- The teacher will need to prepare an 'Instruction sheet', if necessary, to ensure that parents/carers at home can easily follow the lesson.
- PPA will be available to all teachers. You will need to have this PPA in your teams and have a remote meeting via Microsoft Teams to ensure that all non teaching staff in your group understand and know what is being taught. PE tasks could be set linked to Carres Outreach challenges on You Tube. During Jan 2021 lockdown, PPA will be provided by Premier Sport on a Mon or Wed. Staff working from home can take their PPA at the same time.

➤ Providing feedback on work:

- Children working remotely can email completed work to their class teacher. They can also take a photograph of their work and email it to their class teacher or scan it if they have the facilities to do this. If work is set on 'assignments' then completed work can be returned remotely.
- Where appropriate feedback will be provided on work submitted remotely.
- Feedback between teacher and child will remain professional and in-line with school's feedback policy.

➤ Keeping in touch with pupils and parents:

- Regular contact is made with parents via email, Parent Hub and newsletters – reminders will be given to share completed work remotely.
- Responses from staff will only be made during school hours.
- If a staff member has any safeguarding concerns from a remote session, then they should follow normal procedures.

➤ Attending virtual meetings and protocol to be followed

- Dress code – Teachers should always be wearing acceptable clothing when attending virtual meetings, as if working in school.
- Locations – Teachers should select a suitable location. Avoid areas with background noise, nothing inappropriate in the background (objects or information visible) and limit the number of people in the background where possible.
- Appropriate/professional language should always be used when attending virtual meetings or when recording virtual lessons.
- Only use school registered email accounts, never use personal ones (applies to staff members and pupils).
- Only use Microsoft Teams.
- Make sure joining invites are sent out before the session and ensure the session is not public for the whole world. Only those invited to attend can attend. Do not admit anyone else into the session that has not been invited prior to it starting.
- Always make sure that two staff members are in the 'room' wherever possible.
- Keep a register of participants and log what, when, with whom and anything that went wrong.
- Sessions must be in a group of two or more pupils. Never do 1:1 sessions.
- All sessions must be recorded by a staff member.

- Set up ground rules with your pupils before starting as when they can speak etc. The general chat function has been left in place to enable pupils to communicate with staff. They can only use this function for this use. Refer to Protocols Policy..
- Staff to ensure all pupils have exited the session before they end the session.

2.2 Teaching assistants/Admin/Caretaking Staff

If working remotely, Teaching assistants/Admin/Support Staff must be available for their normal contracted hours unless other hours have been arranged and agreed with SLT. 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 absence procedure. If a teacher is ill then home learning will be via National Oak Academy and White Rose Maths. A member of the SLT will update parents on learning in the foundation subjects to be carried out.

1:1 Teaching assistants working remotely are responsible for:

- Supporting pupils with learning remotely:
 - Teaching Assistants have been notified of the children they are due to support – they are providing quizzes as well as support to meet their individual targets
- Attending virtual meetings with teachers, parents and pupils/outside agencies and protocol to be observed:
 - The same protocol as above set out for teachers applies.
 - > Any further resource making/preparation needed for their bubble
 - > Keep up to date with current guidance, including safeguarding and DfE updates

Admin Staff working remotely are responsible for:

- Attending virtual meetings with teachers, parents and pupils/outside agencies where necessary and protocol to be observed:
 - The same protocol as above set out for teachers applies.
- > Any further resource making/preparation needed for their role.
- > Keeping daily registers.
- > Checking and responding to emails inc absence emails where necessary and informing the HT.
- > Liaising with the Ideal Meals company to ensure meals for appropriate children
- > Sending and collating emails to parents on Parent Hub.
- > Keep up to date with current guidance, including safeguarding and DfE updates.

Caretaker working remotely is responsible for:

- Attending virtual meetings with teachers, parents and pupils/outside agencies where necessary and protocol to be observed:
 - The same protocol as above set out for teachers applies.
- > Ensure that emails are monitored regularly
- > Keep up to date with current guidance, including safeguarding and DfE updates

2.3 Subject leads

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

- Considering whether any aspects of the subject curriculum needs to change to accommodate remote learning
- Working with teachers to make sure work related to their subject is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set across subjects is appropriate and consistent
- Monitoring the work set by teachers in their subject – by reviewing the work set
- Alerting teachers to resources they can use to teach their subject

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the school – ensuring all teaching staff have been made aware of the process of setting online work and which teacher will be responsible for this for each cohort
- Monitoring the effectiveness of remote learning – through regular meetings with staff and subject leaders, reviewing work set and gaining feedback from teaching staff and maybe children
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

- Monitoring any emails received with the subject FAO: Safeguarding Team
- Monitoring any safeguarding concerns within school – as per the safeguarding policy

2.6 IT staff (F1 Group)

IT staff where possible will support with:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're experiencing
- Reviewing the security of systems and flagging any data protection breaches to the data protection officer

2.7 Pupils and parents

Staff can expect pupils to:

- Be contactable during the required times – although consider they may not always be in front of a device the entire time
- Complete work to the deadline set by school
- Seek help if they need it, from school
- Alert school if they're not able to complete work
- Be dressed appropriately.
- Wait in the 'lobby' to be invited in to the session.
- Participate from a communal area at home.
- Classroom expectations re behaviour still apply.
- Use raising of the hand to ask a question. Your teacher will then unmute pupils to speak.
- Pupils must not record any aspect of the session.

Staff can expect parents 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 – if you know of any resources staff should point parents towards if they're struggling, include those here
- Be respectful when making any 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 systems are appropriately secure, for both data protection and safeguarding reasons
- Making weekly contact with SLT to discuss any reviews made and any changes we are expecting.

3. Who to contact

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

- Issues in setting work – talk to the class teacher, relevant subject lead or SENDCO.
- Issues with behaviour – talk to the SLT.
- Issues with IT – talk to IT support (F1 Group).
- Issues with their own workload or wellbeing – talk to their line manager.
- Concerns about data protection – talk to the HT.
- Concerns about safeguarding – talk to the DSL (HT or in his absence the AHT)

4. Data protection

4.1 Accessing personal data

When accessing personal data, all staff members will:

- Use Microsoft Teams to ensure the data is secure or where needing to send emails with data always use a password protected email

4.2 Sharing personal data

Staff members may need to collect and/or share personal data such as email addresses 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.

4.3 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)
- 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. Only use the laptop provided by school for remote learning as it is encrypted.

- 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. Monitoring arrangements

This policy will be reviewed annually by SLT and the Governing Body. Additional adjustment may be needed in special circumstances.