



Devonshire Primary Academy Remote Learning Policy

Implementation Date: September 2020
Adopted by Governors/HT: HT
Review period: 1 year
Last review date: October 2020
Person responsible for policy: C. Preston

Statement of intent

At Devonshire Primary Academy, we understand the need to continually deliver high quality education, including during periods of remote learning – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

Through the implementation of this policy, we aim to address the key concerns associated with remote learning, such as online safety, access to educational resources, data protection, and safeguarding.

This policy aims to:

- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Protect pupils from the risks associated with using devices connected to the internet.
- Ensure staff, parent, and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.

Roles and Responsibilities

The **Headteacher/ Deputy Head** is responsible for:

- Ensuring that staff, parents and pupils adhere to the relevant policies at all times.
- Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning.
- Ensuring that there are arrangements in place for monitoring incidents associated with remote learning.
- Overseeing that the school has the resources necessary to action the procedures in this policy.
- Reviewing the effectiveness of this policy on an annual basis and communicating any changes to staff, parents, and pupils.
- Arranging any additional training staff may require to support pupils during the period of remote learning.
- Conducting reviews on a weekly basis of the remote learning arrangements to ensure pupils' education does not suffer.

The **DSL** is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Identifying vulnerable pupils who may be at risk if they are learning remotely.
- Ensuring that child protection plans are enforced while the pupil is learning remotely and liaising with the headteacher and other organisations to make alternate arrangements for pupils who are at a high risk, where required.
- Identifying the level of support or intervention required while pupils learn remotely and ensuring appropriate measures are in place.
- Liaising with relevant individuals to ensure vulnerable pupils receive the support required during the period of remote working Ensuring all safeguarding incidents are adequately recorded and reported.

The **SENCO** is responsible for:

- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely and liaising with the headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs.
- Identifying the level of support or intervention that is required while pupils with SEND learn remotely.
- Ensuring that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote learning period.

The **governors** are 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

Teachers

When providing remote learning, teachers must be available between 8.30am and 3.15pm .

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.

When providing remote learning, **teachers** are responsible for:

- Setting work daily before 9am. This should include reading, phonics, writing, grammar and maths work alongside weekly sessions from the wider curriculum (science, computing, PSHE, art, music etc...) Information regarding the work set should be posted to the class pages on [ClassDojo](#). These activities could include worksheets, uploaded to the class portfolio, [LBQ](#), [BBC Bitesize](#), [TT Rockstars](#), [Oak National Academy](#) etc...
- Providing feedback on the work that is submitted on ClassDojo through, approving and/ or commenting on the work completed. Comments may include praise and/ or next steps to improve the children's work- this should be completed within 24 hours of completion. If work has been completed on paper, photos can be posted by parents to ClassDojo for feedback or alternatively, it can be brought back into school upon return. This will be reviewed and feedback will be provided within a reasonable timeframe.

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- Assessing the progress of the children through questioning and 'low stakes' quizzes
- Keeping in touch with pupils who are not in school. For children who are isolating as a bubble, teachers will remain in contact with them through messages in ClassDojo. Teachers will respond to messages no later than 4pm the following working day; all messages should be responded to during working hours. If individual pupils are self-isolating for more than a week, teachers will make welfare phone calls to monitor learning and well-being. Vulnerable pupils will be contacted regularly by the appropriate members of staff. If a child is not engaging with home learning, contact will be made to encourage them to participate and support them where it is needed.
- Promptly attending weekly staff meetings through Zoom
- Attending CPD training sessions as part of a bespoke program, which has been designed by each member of staff.

Alongside their teaching responsibilities, **subject leads** are responsible for:

- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Alerting teachers to resources they can use to teach their subject remotely.

Teaching Assistants

When assisting with remote learning, **teaching assistants** must be available between 8.30am and 3.15pm; they are responsible for:

- Supporting pupils who are not in school with the learning that they have been set on ClassDojo (training and suitable devices to be provided) and give feedback on the work completed. Comments may include praise and/ or next steps to improve the children's work.
- Attending online CPD training sessions as part of a bespoke program, which has been provided for each member of staff

Daily Learning

- Early Years should spend at least 2 hours learning each day;
- KS1 should spend at least 2 ½ hours learning each day;
- KS2 should spend at least 3 hours learning each day.

In addition to the learning set by teaching staff, the children should be practicing times tables, number bonds, spelling, reading and phonics.

Who to contact?

If 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/ year group lead
- Issues with IT – talk to ICT subject lead (AB)
- Issues with workload or wellbeing – talk to phase lead (CP)/ Deputy Head (NH)
- Concerns about data protection – talk to the data protection officer (SD)
- Concerns about safeguarding – talk to the DSL (DN)

Data protection

Processing personal data

When accessing personal data, all staff members will only use their official Devonshire Primary Academy email account and access the online platforms using their only registered DPA devices.

Sharing Personal data

Staff members are unlikely to need to collect and/or share personal data. However, if it does become essential, staff are reminded to collect and/or share as little personal data as possible online. All data collection will be compliant with GDPR guidelines.

Keeping Devices Safe and 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
- 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

- This section of the policy will be enacted 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 and headteacher 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 will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning.
- Phone calls made to vulnerable pupils will be made using school phones.
- The DSL will arrange for regular contact with vulnerable pupils once per week at minimum, with additional contact, including home visits, arranged where required.
- All contact with vulnerable pupils will be recorded on paper and suitably stored in line with the Records Management Policy.
- The DSL will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.

All home visits **must**:

- Have at least one suitably trained individual present.
- Be undertaken by no fewer than two members of staff.
- Be suitably recorded on paper and the records stored so that the DSL has access to them.
- Actively involve the pupil.

Monitoring arrangements

This policy will be reviewed on an annual basis by the Head Teacher. Any changes to this policy will be communicated to all members of staff and other stakeholders. The next scheduled review date for this policy is October 2021.

Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy/ Keeping Children Safe
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- E-safety policy