

Remote learning expectations and conduct guidance



January 2021

PLEASE REFER TO OUR REMOTE LEARNING PLAN FOR MORE DETAILS ON THE COURSE OF ACTION IN THE EVENT OF DIFFERENT TYPES OF LOCKDOWN OR ABSENCE.

1. Aims

This remote learning guidance aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school
- Set out expectations for teachers, pupils and parents with regards to remote learning
- Provide appropriate guidelines for data protection

2. Roles and responsibilities

To ensure our remote learning is effective all stakeholders have a responsibility to ensure the success of the remote learning.

2.1 Teachers

When providing remote learning, teachers must be available between normal school hours.

If teachers are unable to work for any reason during this time they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

- Setting the work for the class as per the remote learning plan
- Work will be uploaded to Google Classroom and feedback provided
- Enough work will be set in line with the Key Stage expectations as directed by the DfE
- Children with limited or no access to devices will be provided paper copies once a week
- Teachers can communicate with children and parents through Google Classroom
- Teachers can do welfare catch up with children and parents at the end of each live session
- Teachers will make welfare calls to children who have not accessed the live sessions
- Teachers will make telephone calls to children who have failed to turn work in
- Teachers will dress in line with the school Code of Conduct
- Teachers to teach from an appropriate area within school or home
- Teachers will expect children to comply to the school's behaviour policy regardless to if they are in school or at home
- Teachers will send out invitations for the live lessons
- Teachers will record all live lessons
- Teachers will ensure they direct the camera at themselves or their chosen teacher resources

2.2 Senior leaders

Alongside any teaching responsibilities, senior leaders will be responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning
- Monitoring the security and safeguarding of our remote learning
- Ensure every member of staff knows who the DSL's are, have an awareness of the DSL role and know how to contact them

2.3 Designated safeguarding leads -Ms Dunn, Miss Procter and Mrs Grayson

In addition to the role of all staff and the senior management team the DSL will:

- Refer cases to social care, and the police where appropriate, in the expected time limit
- Assist the Governing Body in fulfilling their safeguarding responsibilities
- Attend appropriate training and demonstrate evidence of continuing professional development to carry out their role
- Ensure all staff understand their responsibilities in being alert to the signs of abuse and refer any concerns about a child or adult to a DSL and Headteacher
- Ensure whole school training occurs regularly so that staff and volunteers can fulfil their responsibilities knowledgeably
- Ensure any members of staff joining the school outside of the agreed training schedule receive induction prior to commencement of their duties
- Develop, implement and review procedures in the school that enable the identification and reporting of all cases, or suspected cases, of abuse
- Meet any other expectations set out for DSLs in KCSiE 2020

CV19 Addendum:

- DSLs will make regular contact with those children on a CiN, CP or EHCP Plan, with a focus on wellbeing and mental health, as well as meeting the needs of their plan
- Attend reviews, meetings or conferences virtually
- A trained DSL or deputy DSL on site and staff will be informed of the named DSL on site
- DSLs will know the names of the vulnerable children on site or school

2.4 Pupils

- Pupils to be ready to learn regardless if they are at home or school

- Pupils to be aware of the live lesson times
- Pupils to only log on to the live sessions at the start of the set time
- Pupils to complete work for the set deadlines
- Pupils to seek help if they need it, from teachers or teaching assistants
- Pupils to alert teachers if they're not able to complete work
- Pupils to contact teachers regarding any concerns or worries
- Pupils to follow the expectation of the behaviour policy
- Pupils must not misuse their Google account between each other and should only be used for planned remote learning. If children should misuse their account it will be closed down and paper copies will be issued
- Children to be dressed appropriately
- Children will interact with adults and peers in an appropriate manor during live lessons

2.5 Parents

- Parents will ensure that their child is ready to learn
- Parents to ensure children are on time for live lessons
- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it
- Parents to be respectful of others during live sessions
- Ensure children are following the school's behaviour policy
- Parents to focus on supporting their own child in the live lessons
- Parents to behave appropriately during their child live sessions. If misused their child's account will be closed down and paper copies will be issued
- Parents to communicate with school via email info@thorpschool.uk regarding any concerns or worries they may be experiencing with the remote learning

3. Who to contact

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

- Issues in setting work – Contact the Headteacher or Deputy Headteacher
- Issues with behaviour – Contact the Headteacher or Deputy Headteacher

- Issues with IT – Contact the schools IT support team
- Issues with their own workload or wellbeing – Contact the Headteacher or Deputy Headteacher
- Concerns about data protection – Contact the Headteacher or Deputy Headteacher
- Concerns about safeguarding – talk to the DSL Team Ms Dunn, Miss Procter or Mrs Grayson

4. Data protection

4.1 Accessing personal data

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

- Access families through Google Classrooms, or through ParentMail (sent via the office)
- Use school laptops or Chromebooks. Not personal devices
- Will use the school landline or in the case of using their personal phones will ensure their personal number is withheld

4.2 Processing personal data

Staff members may need to collect and/or share personal data with senior members of staff as part of the remote learning system.

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 with a strong password
- Ensuring the hard drive 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. Safeguarding

Our Safeguarding Policy and Child Protection Addendum is available on the school website. We will ensure regular contact with all pupils via Google Classroom, phone calls and home visits where appropriate or necessary.

6. Online Safety

- Online safety for us is about resilience and knowing what to do if you feel unsafe online
- Each year group studies online safety as a whole unit of work, at the beginning of every year
- We use Google Classrooms as our online learning portal. Google Classroom is individual to the children, they have their own personal log ins and are reminded not to share this information with anyone else
- We provide a range of activities:
 - *live lessons in English with follow on tasks
 - *White Rose Maths videos with linked activities
 - *Planned lesson actives linked to external online educational sites for the foundation subjects
- We share regular information with parents on our weekly bulletin, Twitter or school webpage to remind parents and children how to remain safe online

7. Monitoring arrangements

This document will be continually reviewed during any period of remote learning.