Remote Blended Learning Policy

Leigh St Mary's CE Primary School

Approved by:	Full Governing Body	Date: 15.07.2024
Last reviewed on:	25.09.2021	
Next review due by:	July 2027	

Contents

(There are two scenarios in which this policy will come into practice:

1. *An individual pupil or a small group of pupils are learning from home but their class teacher is in school teaching their class as normal.*

2. *A whole class bubble, along with the staff, are participating in learning from home.*

1. Aims

This blended learning policy for staff aims to:

> Ensure consistency in the approach to remote learning for pupils who aren't in school

> Set out expectations for all members of the school community with regards to remote learning

> Provide appropriate guidelines for data protection

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 8.30am and 3.30pm

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 school using the normal absence procedure.

When providing remote learning, teachers are responsible for:

> Setting work for their class based upon a weekly, well planned teaching timetable.

> Ensuring the work set is accessible to all pupils and is differentiated to meet the needs of all learners.

> Delivering daily maths and English lessons

> Delivering daily reading and spelling activities

> Delivering one Foundation Subject lesson each day

> Uploading learning activities to Google Classroom for Year 1 to 6 and Tapestry for EYFS.

> Communicating via Class Dojo to communicate general class information and support pastoral needs.

> Communicating effectively with support staff to provide learning materials and activities to support individual or groups of pupils as necessary.

> Ensuring that children and families follow online safety guidance and use appropriate resources and links such as www.thinkuknow.co.uk

> **Providing feedback on work:**

> > o Teachers to provide timely and informative feedback to pupils via Google Classroom.

> > o Teachers will share feedback in a variety of ways such as written messages on Google Classroom and voice recorded comments.

> > o Teachers should respond to home learning related communication from parents or pupils within 48 hours.

> **Keeping in touch with pupils who aren't in school and their parents:**

  o Teachers are expected to attempt daily contact with all pupils and complete daily register via Google Classroom.

  o Teacher's will input register onto their class EXCEL spreadsheet and send to the school's Pastoral Manager.

  o Pastoral Manager and school SLT will make follow up communication with families not engaging with the home learning support. The school expectation is children will engage on a daily basis.

  o Teachers will respond to communication from pupils and parents within their school working hours and up to 6pm on Class Dojo. Teachers should endeavour to respond within 48 hours.

  o Teachers will direct safeguarding concerns to DSL as appropriate and follow the school's safeguarding procedures as normal.

  o Teachers will address any learning based concerns raised by parents or carers and inform SLT. SLT will support as appropriate to level of concern.

  o Teachers will support pupils to engage in home learning and pupils are expected to participate fully as outlined in the Leigh St Mary's Home Learning Agreement.

> **Attending virtual meetings with staff, parents and pupils:**

  o The school dress code must be adhered to for virtual meetings

  o Locations should be carefully chosen to avoid background noise.

  o If a teacher or teaching assistant is attending a virtual meeting from home then the location of this meeting should be carefully chosen. For example, it would be considered unwise to deliver a virtual meeting from a bedroom.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.30am and 3.30pm

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.

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

> **Supporting pupils who aren't in school with learning remotely.**

  o Identified pupils or groups will be supported as directed by the class teacher.

  o Support may be provided via whole class or small group Google Meet sessions, pre-recorded tutorials and by timely assessment and feedback.

> Attending virtual meetings with teachers, parents and pupils.

  o The school dress code must be adhered to for virtual meetings

  o Locations should be carefully chosen to avoid background noise.

  o If a teacher or teaching assistant is attending a virtual meeting from home then the location of this meeting should be carefully chosen. For example, it would be considered unwise to deliver a virtual meeting from a bedroom.

2.3 Subject leads and SENDCo

Alongside their teaching responsibilities, subject leads are responsible for:

> Considering whether any aspects of the subject curriculum need to change to accommodate remote learning.

> Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent.

> Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other.

> Monitoring the remote work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set.

> Alerting teachers to resources they can use to teach their subject remotely.

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

> Co-ordinating the remote learning approach across the school.

> Monitoring the effectiveness of remote learning by undertaking regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents

> Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

Leigh St Mary's has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Mrs Sarah Watson

The Deputy Designated Safeguarding Leads are: Mrs Joanna Coop and Mrs Carol Wilkinson

The aim is to have a trained DSL (or deputy) available on site throughout the times that the school is re-opened under the COVID-19 arrangements and when schools are operating under reopened guidelines. Where this is not the case the DSL (or deputy) will be available to be contacted via phone or online video - for example when working from home.

Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site. It is important that all school name staff and volunteers have access to a trained DSL (or deputy). On each day, staff on site will be made aware of who that person is and how to speak to them. The DSL will continue to engage with social workers and Start Well Workers, and attend all multi-agency meetings, which can be done remotely.

Designated Safeguarding Leads (and deputies) should be provided with more time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies where these are appropriate, and agencies and services should prepare to work together to actively look for signs of harm (Department of Education, 27 July 2020)

Communication with school nurses is important for safeguarding and supporting wellbeing, as they have continued virtual support to pupils who have not been in school.

2.6 Computing Leads

Computing Leaders are responsible for:

> 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 remote learning systems and flagging any data protection breaches to the data protection officer

> Assisting pupils and parents with accessing the internet or devices

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

> Be contactable during the school day whilst understanding that families may be working from home.

> Complete work to the deadline set by teachers

> Seek help if they need it, from teachers or teaching assistants

> Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely 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.

> Make use of the resources available on the school website under Parents, Home Learning.

> 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 remote learning systems are appropriately secure, for both data protection and safeguarding reasons

3. Who to contact

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

> Issues in setting work – make contact with Mrs Coop, Miss Rothwell or Subject Leaders

> Issues with behaviour – make contact with Mrs Watson, Mrs Coop, Mrs Little or Mrs Wilkinson

> Issues with IT – make contact with school's Computing Lead, Miss Rothwell

> Issues with their own workload or wellbeing – make contact with Mrs Watson, Mrs Coop or Miss Lutas

> Concerns about data protection – make contact with Miss Evans or Mrs Watson

> Concerns about safeguarding – make contact with Mrs Watson (DSL) or Mrs Coop and Mrs Wilkinson (Deputy DSL)

4. Data protection

4.1 Accessing personal data

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

> Ensure that our GDPR policy is upheld and use the Leigh St Mary's approved website and digital learning platforms.

> Ensure that remote learning takes place on a school laptop or device where possible. If this is not possible staff members should ensure their personal device has up to date security software.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, 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

> 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

The Leigh St Mary's Safeguarding Policy can be found here:

https://www.leighstmarys.co.uk/policies/

6. Monitoring arrangements

This policy will be reviewed annually by Mrs Watson, Headteacher. At every review, it will be approved by the Pupil, Staffing and Curriculum Committee.

7. Links with other policies

This policy is linked to our:

> Behaviour Policy

> Safeguarding, Child Protection and Early Help Policy

> Data protection Policy and Privacy Notices

> GDPR Policy

> Home-school agreement

> ICT and internet acceptable use policy

> E-safety policy