

# Woodlands Schools



## Remote Learning Policy

**This Policy includes EYFS, Little Acorns and After School provision**

*Excellence for all through teaching, learning, opportunity and achievement*

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# Remote Learning Policy

## Aims

This remote 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

## Roles and Responsibilities

### Teachers

When providing remote learning, teachers must be available during normal working hours.

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
  - Providing a remote learning timetable.
  - Where work should be uploaded to the appropriate platform being used by the school – normally MS Teams.
  - Teachers should liaise with colleagues and SLT to ensure consistency is delivered across all subjects.
  - Other platforms may be used to support online learning including, but not limited to, Purple Mash, Times Tables Rockstar and Read Theory.
  - Lessons can be delivered in a variety of ways – through live teaching, pre-recorded lessons or using software such as Loom.
  - Only approved software should be used when broadcasting live lessons – typically this would be MS Teams.
  - TAs should be used appropriately to support children where required and it is the responsibility of the class teacher to provide direction.

Providing feedback on work:

- Clear information should be provided to pupils as to how they are expected to submit work.
- Teachers can share feedback verbally or through comments and observations directly with children. This should be done in a timely way.

Keeping in touch with pupils who are not in school and their parents:

- Pupils should attend online registration at the specified time both in the morning and the afternoon.
- Staff are advised to manage their workload and set a time within which they will reply to emails from parents and children. Typically, 8am-5pm.

- Any concerns raised by parents or children should be dealt with promptly and where required referred to a member of SLT. Any safeguarding issues should be referred to the DSL or DDSL following the process outlined in the Safeguarding and Child Protection Policy.
- Any behavioural issues such as being disruptive or not producing work required should be shared with the parent in the first instance and referred to SLT in line with the Promoting Good Behaviour and Discipline Policy.

Attending virtual meetings with staff, parents and pupils:

- Children are expected to be out of bed, suitably dressed (uniform not required, but pyjamas not acceptable) and no eating during all live online provision.
- Teaching staff should be dressed appropriately for work when attending meetings/delivering teaching.
- Teachers should take care to protect their personal privacy and ensure there is nothing inappropriate in view. It is strongly advised that teachers blur their background or use a virtual backdrop. These settings are available in MS Teams.
- Pupils should not enter online sessions before the teacher and should not remain in the session once the teacher has left.
- Pupils will be briefed on acceptable online behaviour such as not muting peers.
- Pupils should not use school platforms for unmonitored interactions with other pupils.

## Teaching Assistants

When assisting with remote learning, teaching assistants must be available during their specified working hours.

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 assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely:
  - Providing 1:1 support for children struggling to access work. Support can be provided via approved platforms such as MS Teams.
- Attending virtual meetings with teachers, parents and pupils:
  - TAs should take care to protect their personal privacy and ensure there is nothing inappropriate in view. It is strongly advised that teachers blur their background or use a virtual backdrop. These settings are available in MS Teams. TAs should be dressed appropriately for work when attending meetings/delivering support.
  - TAs should regularly liaise with the class teacher they are supporting and provide feedback.

If teaching assistants are also working in school, rather than at home, usual expectations regarding cover and duties will remain in place unless advised otherwise.

## Subject Leads

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 through regular check-ins and updates.
- Alerting teachers to resources they can use to teach their subject remotely

## SLT

Alongside any teaching responsibilities, SLT are responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning such as through 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 and passing these concerns to the Head and Utilize.

## Designated Safeguarding Lead

The designated safeguarding lead should take lead responsibility for safeguarding and child protection. This should be explicit in the role holder's job description. This person should have the appropriate status and authority within the school to carry out the duties of the post. They should be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and inter-agency meetings, and/or to support other staff to do so, and to contribute to the assessment of children. For further information refer to Appendix C: Role of DSL in Safeguarding and Child Protection Policy.

## Utilize

Utilize are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff via [service@utilize.co.uk](mailto:service@utilize.co.uk) and parents with any technical issues they're experiencing via [student.it.support@woodlandsschools.co.uk](mailto:student.it.support@woodlandsschools.co.uk) only.
- 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 via [student.it.support@woodlandsschools.co.uk](mailto:student.it.support@woodlandsschools.co.uk) only.

## **Pupils and parents**

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they are 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 – if you know of any resources staff should point parents towards if they're struggling, include those here
- Be respectful when making any complaints or concerns known to staff

## **Board of Directors**

The 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. Any concerns should be raised with the Director Responsible for Safeguarding.

## **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 or member of SLT
- Issues with behaviour – talk to a member of SLT
- Issues with IT – talk to Utilise
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the Head Teacher
- Concerns about safeguarding – talk to the DSL

## Key contacts

- |                                            |                                                        |
|--------------------------------------------|--------------------------------------------------------|
| • IT Support Services for Staff            | service@utilize.co.uk                                  |
| • IT Support Services for Parents/Children | student.it.support@woodlandsschools.co.uk<br>(Utilize) |
| • DSL Hutton Manor                         | Samantha Lott                                          |
| • DSL Great Warley                         | Kirsty Kernaghan                                       |
| • Data Protection Officer                  | Head Teacher                                           |
| • SENDCo Hutton Manor                      | Anne Wilson                                            |
| • SENDCo Great Warley                      | Vivienne Parker                                        |
| • Director Responsible for Safeguarding    | Cheralyn Lewis                                         |

## Data Protection

### Accessing personal data

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

- Refer to the E Safety Policy regarding the storage of data, accessing data outside of the school premises and data protection.
- Only use approved platforms for streaming work.
- Alert the Head immediately if they suspect a data breach has occurred.

### 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.

### 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 and is not accessed by other family members.

- Not sharing the device among family or friends
- Installing antivirus and anti-spyware software. Ask Utilize if concerned.
- Keeping operating systems up to date – always install the latest updates
- If staff are allocated a company device to use at home – iPad or Laptop, it remains their responsibility and they should have appropriate home insurance in place and only use the device for company business.

Staff should liaise directly with Utilize if they have any concerns regarding any of these issues and follow the guidelines set out in the E Safety Policy.

## Approved Platforms

Only approved platforms should be used to deliver remote learning to children including storing personal details including children's names and email addresses. These are currently:

- Seesaw
- Microsoft Teams (and associated Microsoft Platforms)
- Other platforms may be used when not live streaming lessons but instead for sharing prerecorded content – e.g. YouTube/Loom. Please check with relevant Headteacher if unsure.
- No other software should be downloaded to company devices without approval.

## Safeguarding

Our school seeks to help children keep themselves safe online and when accessing remote learning in a range of ways - further information about our approach to online safety is available in our E-Safety policy.

The Board ensure our pupils are taught about safeguarding (including online safety and when accessing remote learning) through teaching and learning opportunities as part of a broad and balanced curriculum. For further information, please refer to Safeguarding and Child Protection Policy.

- The following websites offer useful support:
  - Childline - for support
  - UK Safer Internet Centre - to report and remove harmful online content
  - CEOP - for advice on making a report about online abuse
- the following sites are an excellent source of advice and information:
  - Internet matters - for support for parents and carers to keep their children safe online
  - London Grid for Learning - for support for parents and carers to keep their children safe online
  - Net-aware - for support for parents and careers from the NSPCC
  - Parent info - for support for parents and carers to keep their children safe online

- Thinkuknow - for advice from the National Crime Agency to stay safe online
- UK Safer Internet Centre - advice for parents and carers

## **Monitoring arrangements**

This policy will be reviewed annually

## **Links with other policies**

This policy is linked to our:

- Behaviour policy
- Safeguarding and Child protection Policy and coronavirus addendum.
- ICT and internet acceptable use policy
- E safety policy

# 10 TOP TIPS

## REMOTE LEARNING FOR PARENTS

Remote learning can be a great way to continue learning outside the classroom, particularly in difficult circumstances. For parents and carers, the idea of remote learning isn't always straightforward and there can be a number of factors they need to consider, especially around ensuring their children feel comfortable and are familiar with the whole concept. That's why we've created this guide to help parents and carers support their child in getting the most out of their remote learning experience.

### 1) Take an active interest in your child's learning

As a parent or carer, remote learning will be a new concept for your child and there are bound to be a few teething problems to start with. Take an active interest in their learning and help support them whenever they need a helping hand.



### 2) Monitor your child's communication and online activity

It's important to remind your child that despite being at home, the same level of behaviour and conduct exists as if they were at school. Encourage them to remain polite, remember their manners and not to post or send any negative comments just because they are behind a computer.



### 3) Establish a daily schedule and routine

Working from home and trying to learn in a more casual setting that children might associate more with play and a degree of freedom might take a bit of getting used to. Try to stick to a daily routine and use the timetable/schedule that schools have sent home to help children keep on top of their daily learning.



### 4) Encourage screen breaks away from devices

Remote learning will inevitably require more interaction with computers, laptops and tablets. Teacher's will invariably advise on screen breaks however it doesn't hurt to keep a check on their time online or encourage them to get some fresh air/exercise.



### 5) Ensure your learning device is in a public space in the home

It's important to consider where your PC or laptop is placed if live video is being used. Try to keep the background neutral with no personal information visible and move learning devices out of the bedroom as this could be deemed inappropriate.



### 6) Implement safety controls and privacy restrictions on apps and software

Dependant on how your school implements remote learning, your child may be required to download certain software or apps. Whilst these are likely to be relatively safe to use, like any other new app or platform, parents should still implement safety controls as a precaution.



### 7) Ensure your child only uses official school communication channels

It's important that all communication with teachers and school staff is directed through approved school channels, whether that be through the school's online portal or the relevant secure messaging site.



### 8) Familiarise yourself with relevant school policies

Schools should have a policy on remote learning and direction that they can share with parents. Familiarise yourself with this and ensure you know what is expected of teachers and your child during lessons, both online and offline.



### 9) Maintain feedback with teachers

Engage in communication with teachers where possible and try to feed back progress and development as well as any helpful suggestions around the learning process. Be transparent but remain professional and only use official channels to communicate.



### 10) Monitor your child's wellbeing and mental health

Remote learning will likely mean that your child won't get the same level of social interaction and might not see their friends for a while. Keep a check on their wellbeing and try to encourage them to get out as much as you can. Whilst learning from home might seem fun and exciting to start with, missing out on seeing their friends everyday might take its toll.



# 10 TOP TIPS

## REMOTE LEARNING FOR CHILDREN

Remote learning can be a great way to continue learning outside the classroom, particularly in difficult circumstances. For students, it's the perfect way to ensure they still get the education they need, despite not being at school. However it also requires a level of discipline and careful planning. That's why we've created this guide to help pupils understand different aspects of remote learning and to support them in ensuring their experience is as safe and secure as it can be.

### 1) Treat remote learning the same as classroom learning

Despite being at home, it's important to remember the same rules apply as being in the classroom, particularly in respect of behavior and conduct. Focus on learning and don't get distracted by your surroundings.



### 2) Use classroom language

If you are encouraged to communicate through emails and online messages, don't use shorthand text speak and write as though you would speak in class. Remember to be respectful and polite and avoid posting negative comments or spamming the chat.



### 3) Take regular screen breaks

Whilst remote learning might be an exciting experience to begin with, having prolonged periods of time in front of a screen isn't always healthy. Remember to have regular screen breaks where possible and in your spare time, try to get some fresh air and enjoy other activities away from electronic devices.



### 4) Always conduct video learning in an open space at home

To get the best experience from remote learning, it's important to create the right environment around you. Try to set up a 'mock classroom desk' at home in an open space so parents can supervise if necessary. Avoid bedrooms as this could be considered inappropriate.



### 5) Only communicate through approved school portals and platforms

It's important that you send messages and any pictures or images required for class through approved school channels, such as internal learning portals or approved platforms. This will help to keep your personal information safe and secure.



### 6) Stick to teacher rules and guidelines around online learning

Your school should issue you with guidance around remote learning and the rules to follow. Always maintain classroom behaviour and try to remember that you are in a learning environment and not a social setting.



### 7) Dress in school uniform

As part of your learning environment, try to maintain school uniform/dress. This will help as part of replicating classroom learning in the home. Try to avoid wearing anything too casual as this could be deemed inappropriate for school.



### 8) Don't share passwords or other sensitive information

In order begin your online lessons or to gain access to learning materials, you may be provided with login details and passwords. In the same way you keep your personal details private, always keep these safe and never share them with others.



### 9) Don't use school platforms to discuss personal matters

It's important to keep your school communication channels separate from your own personal communication with friends and family. Don't be tempted to engage in casual discussions or send images, videos or links via official school apps or platforms that aren't associated with your learning.



### 10) Look after your mental health and wellbeing

Remote learning ultimately means working alone and missing out on daily social interaction with your friends. If you ever feel frustrated, low or sad, it's important to discuss how you feel with your parents or your teacher. Keeping in touch with friends over the phone or on social media can also help to keep your spirits up.



# 10 TOP TIPS

## REMOTE LEARNING FOR TEACHERS

Remote learning can be a great way to continue learning outside the classroom, particularly in difficult circumstances. For school staff and teachers, there is a lot to consider and planning is key to ensuring a smooth transition from classroom to home. That's why we've created these top tips to help school staff ensure they deliver the most secure and safest remote learning experience they can, both for themselves and their students.

### 1) Familiarise yourself with the relevant policies

Whilst remote learning might be uncharted territory for you and your school, ensure you still adhere with the relevant policies around safeguarding, acceptable use, data protection, student behaviour and online conduct, for example.



### 2) Consider your surroundings

The use of webcams, video and live streaming must be done with careful thought. Ensure the positioning of any camera is in an open space with a plain background if possible and with no personal information on display. Avoid bedrooms.

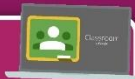


### 3) Create and disseminate a clear distance learning policy and guidance

This is important so that parents and pupils are clear as to what is expected of you, including around behaviour and conduct. It will also provide them with a level of confidence and reassurance.

### 4) Only use school approved platforms and communication channels

Make sure that you keep to communicating through official outlets, such as your school online portals or assigned email addresses. Never communicate using personal emails or numbers and refrain from communicating outside of school hours.



### 5) Maintain professional dress at all times

Treat any online lesson the same as delivering a lesson in the classroom. Maintain a professional image and never wear anything inappropriate or revealing. Encourage your students to also wear their school uniform.



### 6) Distribute a class timetable/schedule for remote learning

This will help to maintain a structure and lesson plan to classes. Include the frequency of lessons, duration, how they will be delivered, times for online and offline learning and any links. This will give parents a sense of structure and reassurance around lesson delivery.



### 7) Ensure you use the correct/appropriate technology

Remote learning will mean that you will need to employ the right technology and software to ensure that students are able to access learning in the safest and most secure way. Look to distribute a list of safe apps and software that are secure and won't raise any safeguarding concerns.



### 8) Protect personal data

Only use appropriate systems and software that require email and password login. It's always best-practice to only use school-provided email addresses.



### 9) Consider the needs of SEND pupils and vulnerable learners

It's important to try and accommodate all students, including children with SEND or those who are more vulnerable, and take into account different levels of learning.



### 10) Try to make lessons fun and engaging and encourage regular feedback

Remote learning is a fantastic way to be imaginative with teaching and learning and a great way to encourage independent thinking. Try to encourage a two-way flow of communication with parents and students to help maintain transparency and confidence in the learning process.

**LOL!**

