

# The Blue Tangerine Federation

SPECIALIST AND SPECIAL EDUCATIONAL NEEDS SCHOOLS

## POLICIES, GUIDANCE AND PROCEDURES



# The Collett School Remote Learning Policy

**Date Implemented:** January 2021

**Last Reviewed:** February 2022

**Review Period:** Annually

**Staff Responsibility:** Ben Linford, Stephen Hault-Allen

**Next Review:** September 2022

# 1. 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

## 2. Roles and responsibilities

### 2.1 Teachers

When providing remote learning, teachers must be available between 8.30-3.30. 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 by calling the school office before 7.30.

When providing remote learning, teachers are responsible for:

- Setting work for those children who are not being taught on site
  - Create a timetable for the week similar to that taught in school. As much as possible this should reflect the class LTP/MTP
  - Setting differentiated activities using one or more of the available online platforms (Reading Eggs, Mathseeds, IXL, Prodigy)
  - Creating resources to support children throughout the week. These will range from pre-recorded lessons and activities, live lessons, resources sent to children via ClassDojo and physical resources posted home.
  - Ensure that children and parents know how to complete and return assigned work. This could be via ClassDojo or an online learning platform.
  - Following the school Safeguarding Policy and Keeping Children Safe in Education to ensure that children are kept safe.
- Providing feedback on work

Children's work should be marked and feedback given to children within 48 hours of it being submitted. The School Marking and Feedback Policy should be followed as much as possible. Some online platforms have their own in built systems for giving feedback.

- Keeping in touch with pupils who aren't in school and their parents
  - Via ClassDojo

- Daily online activities via Zoom (e.g. circle time, Newsround)
- Via phone

Teachers are expected to attempt to contact pupils daily, and complete the contact sheets saved on the server. It is preferable that teachers contact via Zoom as this means the children can be physically seen. In the event of no contact with a child or their family for 2 consecutive days teachers are responsible for notifying the Head of School and DSL via email.

- Attending virtual meetings with staff, parents and pupils:
  - Individual bubbles are expected to attend a variety of virtual meetings each day (e.g. Zoom calls with pupils, department meetings, meetings with other professionals).
  - Consider location when conducting a virtual meeting (e.g. avoid areas with background noise, nothing inappropriate in the background)

If holding a Zoom meeting with pupils, there must be two members of staff able to hear/see the conversation. This can be two separate members of staff logging into the call, or 2 members of staff using the same laptop. For further guidance see COVID-19 Contingency Planning Safeguarding Emergency Guidance.

## **2.2 Teaching assistants**

When assisting with remote learning, teaching assistants must be available between 8.30-3.30.

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 by calling the school office before 7.30. If possible they should inform their class teacher by email and/or phone call.

When assisting with remote learning and working from home, teaching assistants are responsible for:

- Producing resources to support online learning under the direction of the class teacher
- Delivering teaching/ producing videos that support teaching. Where necessary, in the absence of a class teacher, they may be required to introduce new learning and should seek guidance in these instances, of what and how to teach new learning.
- Producing resources to support children who are still coming into school under the direction of the class teacher.
- Attending virtual meetings with staff, parents and pupils:

- Individual bubbles are expected to attend a variety of virtual meetings each day (e.g. Zoom calls with pupils, department meetings, meetings with other professionals).
- Consider location when taking part in a virtual meeting (e.g. avoid areas with background noise, nothing inappropriate in the background and clothing/appearance will be the same as that required when working on site).
- Taking responsibility for their CPD by completing online courses that will increase their classroom effectiveness. This can reflect their professional dilemma, or an identified need in the classroom. Funding for courses MUST be discussed and agreed with Head of School. Reimbursing of staff will not be possible if agreement is not reached before payments are made.

### **2.3 Head of Department**

Alongside their teaching responsibilities, HoDs are responsible for:

- Considering whether any aspects of the curriculum need to change to accommodate remote learning.
- Working with teachers teaching remotely to make sure all work set is appropriate and consistent.
- Working with other HoDs 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.
- Alerting teachers to resources they can use to teach their subject remotely.
- Monitoring staff wellbeing and acting on any concerns.

### **2.4 Senior leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school in conjunction with Ben Linford, Deputy Head of School at The Collett School (2021/22)
- Monitoring the effectiveness of remote learning – explain how they'll do this, 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

## **2.5 Designated safeguarding lead**

The DSL is responsible for:

- Maintaining contact, collating, passing on information and responding to any concerns. See also COVID-19 Contingency Planning Safeguarding Emergency Guidance.
- Ensuring safeguarding measures and procedures remain tight and effective
- Sustaining exploratory challenge where necessary and continuing proactive work with teachers and staff – not being reliant on information coming up from staff even though circumstances of online learning can be challenging to monitor
- Informing colleagues of the safeguarding picture and ensuring any training required is delivered

## **2.6 IT**

School staff are responsible for:

- Raising online safety issues with the DSL and Head of School
- Reporting to get fixed issues with school hardware and software
- Working with our IT providers to set up laptops to be sent home so that children can access remote learning
- Helping other staff with any technical issues they're experiencing/ supporting them to access SITTs where needed/required
- Following any security of remote learning systems information and flagging any data protection breaches to the data protection officer

## **2.7 Pupils and parents**

Staff can expect parents and pupils learning remotely to:

- Be contactable during the school day – although they may not always be in front of a device the entire time as a result of pressures in the families from siblings and parents/carers needing to use shared devices whilst they work from home.
- Alert teachers if children are not able to complete work. While work is being set by class teachers, it is understood that completing work at home may be extremely difficult for a lot of our pupils due to their complex physical, social and educational needs.
- Make the school aware if the child is sick or otherwise can't complete work

- Seek help from the school if they need it
- Be respectful when making any complaints or 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 – talk to HoD/SLT
- Issues with behaviour – talk to the relevant HoD/SLT
- Issues with IT – inform SITTS via email ([help@sd.hertsforlearning.co.uk](mailto:help@sd.hertsforlearning.co.uk))
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer (Stephen Houltt-Allen)
- Concerns about safeguarding – talk to the DSL ([dsl@collett.herts.sch.uk](mailto:dsl@collett.herts.sch.uk) or CPOMS, call 07383435549 if urgent).

## **4. Data protection**

### **4.1 Accessing personal data**

When accessing personal data for remote learning purposes:

- All staff have access to CPOMS to record concerns about children. This is accessed via a secure password. Staff must ensure they log out after use. Do not allow access to the site to any third party,
- Teachers are able to access parent contact details via ARBOR using a secure password. Do not share any details with third parties and ensure ARBOR is logged off after use.

- Teachers are able to remotely access the school server via LARA. Do not share any details with third parties and ensure LARA is logged off after use.
- Teachers are able to log into class dojo via the internet using a secure password. Do not share any details with third parties and ensure Dojo is logged off after use. Staff are not to install the ClassDojo app on their phones unless they are a parent of a child at the school

Staff may need to contact parents whilst they themselves are at home, using their own personal devices. Staff should ensure they have hidden their own phone number before making calls, and delete parent numbers from the call history immediately after completing the call. It may be necessary to contact parents via other means such as ClassDojo to make them aware that a withheld number will be contacting them.

## **4.2 Processing personal data**

Staff members may need to collect and/or share personal data such as such as email addresses and 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. However, staff are reminded to collect and/or share as little personal data as possible online.

## **4.3 Keeping devices secure**

If using school equipment 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**

Please see COVID-19 Contingency Planning Safeguarding Emergency Guidance for updates regarding safeguarding in relation to remote learning. This policy is available on our website. Please see section 2.5 above.

## **6. Monitoring arrangements**

This policy will be reviewed as and when updates to remote learning are provided by the Government or other regulatory bodies by B.Linford. At every review, it will be approved by the Executive Headteacher, Stephen Hault-Allen

## **7. Links with other policies**

This policy is linked to our:

- Behaviour policy
- GDPR Data protection policy and privacy notices
- Child protection policy. See also COVID-19 Contingency Planning Safeguarding Emergency Guidance.
- Teaching and Learning policy
- Feedback policy
- Staff Code of Conduct
- Risk assessments of the school
- IT policy
- Communication guidance