

# Roseberry Primary School

## R P S



## Home Learning Policy

**Approved by the Governing Body: November 2020**

**Next Review Date: September 2021**

**Head teacher: Maggie Fearnley**



## **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/Teaching Assistants**

When providing remote learning, teachers must be available between 9am and 3pm. 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 providing remote learning, teachers are responsible for:

Setting work –

- For the class/groups/individual children in the class/year group
- Providing a weekly timetable that details the work set
- Uploading work to the year group shared area and emailing to parents

Providing feedback on work –

- Via email
- Via electronic platform - Seesaw

Keeping in touch with pupils who aren't in school and their parents –

- At least weekly check in calls
- Emails from parents should only be about pupil's work or pastoral concerns. Other issues should be directed to the office
- Complaints, concerns or safeguarding issues should be passed on as usual

Attending virtual meetings with staff, parents and pupils –

- Staff should be dressed in a professional manner following the expectations of the dress code
- Staff should ensure that when conducting a meeting from home the background is appropriate to a professional meeting
- Lessons streamed across year groups to be streamed for pupils not accessing school
- Lessons should not be recorded whilst being streamed or presented – this would be a data breach

## **Focus Teams**

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

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

## **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 – through regular meetings with teachers, reviewing work set and via feedback from pupils and parents

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

## **Designated safeguarding leads**

Maggie Fearnley (HT – lead)

Cathryn McCabe (DHT – Deputy lead)

The DSL is responsible for:

- Referring cases of suspected abuse to the [Hartlepool and Stockton Children's Hub](#).
- Supporting staff who make referrals to the [Hartlepool and Stockton Children's Hub](#).
- Referring cases to the Channel programme where there is a radicalisation concern as required.
- Supporting staff who make referrals to the Channel programme.
- Referring cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required.
- Referring cases where a crime may have been committed to the Police as required (including Sexual Exploitation (VEMT lead) or Female Genital Mutilation and Forced Marriage).

## **Pupils and parents**

Staff can expect pupils learning remotely to:

- Be available for the allocated teaching slots
- 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
- Be respectful when making any complaints or concerns known to staff

### **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

### **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 SLT
- Issues with behaviour – talk to the SLT
- Issues with IT – inform the school office
- Issues with their own workload or wellbeing – talk to a member of the SLT
- Concerns about data protection – talk to the school office
- Concerns about safeguarding – talk to the DSL

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

- Issues in setting work – talk to the class teacher
- Issues with behaviour – talk to the class teacher
- Issues with IT – inform the school office
- Issues with their own workload or wellbeing – talk to a member of the SLT
- Concerns about data protection – talk to the school office
- Concerns about safeguarding – talk to the DSL

### **Data protection**

#### **Accessing personal data**

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

- Access the shared area via remote access
- Only use devices provided by school – laptop or ipads

## **Processing personal data**

Staff members may need to collect and/or share personal data such as email addresses and telephone numbers 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.

Staff should use the BCC function to avoid sharing email addresses when sending a group email

## **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

## **Monitoring arrangements**

This policy will be reviewed every 3 years by the senior leadership team. At every review, it will be approved by the full governing board.

## **Links with other policies**

This policy is linked to our:

Behaviour policy

Child protection policy and coronavirus addendum to our child protection policy

Data protection policy and privacy notices

Home-school agreement

ICT and internet acceptable use policy

Online safety policy

Acceptable Use Policies



## **Acceptable Use Policy (AUP)**

### **Remote Learning and Online Communication**

#### **Leadership Oversight and Approval**

1. Remote learning will only take place using **Seesaw, Microsoft Teams or Zoom as approved by the Head teacher and Governing Body.**
2. Staff will only use **school** managed approved professional accounts with learners **and/or** parents/carers.
  - Use of any personal accounts to communicate with learners and/or parents/carers is not permitted.
    - Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with **Maggie Fearnley**, Designated Safeguarding Lead (DSL).
  - Staff will use work provided equipment including laptops and ipads
3. Online contact with learners **and/or** parents/carers will not take place outside of the operating times as defined by SLT:
  - **9am – 3pm**
4. All remote lessons will be formally timetabled;
5. Live streamed remote learning sessions will only be held with approval and agreement from **the headteacher/a member of SLT.**

#### **Data Protection and Security**

6. Any personal data used by staff and captured by **email** when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy
  - When using email to multiple users bcc will be used
7. All remote learning and any other online communication will take place in line with current **school** confidentiality expectations as outlined in **Confidentiality** policy.

8. Staff will not record lessons or meetings using personal equipment unless agreed and risk assessed by SLT and in line with our data protection policy requirements.
9. Only members of Roseberry Primary School will be given access to [Seesaw](#).
10. Access to [content that we share](#) will be managed in line with current IT security expectations as outlined in [Online safety and Computing Policies](#).

### **Session Management**

11. Staff will record the length, time, date and attendance of any sessions held. See Online Learning Log
12. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:
  - language filters, staff screen messages before releasing for other children to see in group chats, keeping meeting IDs private, use of waiting rooms/lobbies or equivalent.
13. When live streaming with learners:
  - contact will be made via learners' [school](#) provided email accounts [and](#) logins.
  - contact will be made via a parents/carer account.
  - Staff will have the ability to mute/disable learners' videos and microphones.
  - at least 2 members of staff will be present
14. Parents will receive a copy of the home learning strategy which highlights:
  - Access links should not be made public or shared by participants.
    - Learners [and/or](#) parents/carers should not forward or share access links.
  - Learners are encouraged to attend lessons in a shared/communal space or room with an open door and/or when appropriately supervised by a parent/carer or another appropriate adult.
15. Alternative approaches [and/or](#) access will be provided to those who do not have access.

### **Behaviour Expectations**

16. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.

17. All participants are expected to behave in line with existing **school** policies and expectations. This includes:
  - Appropriate language will be used by all attendees.
  - Staff will not take or record images for their own personal use.
  - Attendees will not take or record images
18. Staff will remind attendees of behaviour expectations used in school
19. When sharing videos and/or live streaming, participants are required to:
  - wear appropriate dress.
  - ensure backgrounds of videos are neutral (blurred if possible).
  - ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds.
20. Educational resources will be used or shared in line with our existing teaching and learning policies, taking licensing and copyright into account.

#### **Policy Breaches and Reporting Concerns**

21. Participants are encouraged to report concerns during remote **and/or** live streamed sessions.
22. If inappropriate language or behaviour takes place, participants involved will be removed by staff, the session may be terminated, and concerns will be reported to **the head teacher**.
23. Inappropriate online behaviour will be responded to in line with existing policies such as acceptable use of technology, allegations against staff, anti-bullying and behaviour.
  - Sanctions for deliberate misuse may include: e.g. restricting/removing use, contacting police if a criminal offence has been committed.

Any safeguarding concerns will be reported to **Maggie Fearnley**, Designated Safeguarding Lead, in line with our child protection procedures

**I have read and understood the **Roseberry Primary School** Acceptable Use Policy (AUP) for remote learning.**

Staff Member Name: .....

Date.....



