Remote Learning Policy

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1. Aims

Where it is not possible, or contrary to government guidance, for some or all pupils to attend Alfred Lord Tennyson School the school will make provision for home learning [1]. This remote learning policy for staff aims to:

- Ensure consistency in the school's approach to remote learning.
- Set out expectations for all members of the school community with regards to remote learning.
- Provide appropriate guidelines for data protection.

- Reflect the school's commitment to the UN Conventions of the rights of the child specifically article 28, 29 and 31 [2].

2. Roles and Responsibilities

2.1. Teachers

Where it is not possible, or contrary to government guidance, for some or all pupils to attend Alfred Lord Tennyson School the school will make provision for home learning. Teachers must be available between 9am and 3.35pm to support with remote learning.

If teachers 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 procedures before 7.30am on the morning of absence, and where possible the evening before, on the designated absence number. If it affects the completion of any work required, teachers need to ensure that arrangements are made with TAs or SLT to ensure the work is completed.

Teachers are responsible for:
Setting work:
- Creating a weekly timetable of work for their year group. This will then be uploaded onto MS Teams and Purple Mash. This will include subjects from across the curriculum. Additional PowerPoints and worksheets may also be provided.
- Setting differentiated times tables and spelling practice.
- Supporting children to follow the online line safety curriculum using 'thinkuknow' website. This is to include home activity packs with simple 15-minute activities which can be completed at home to support children's online safety at a time when they will be spending more time online.

Providing feedback on work:
- Pupils will be encouraged to send any completed work or photos to teachers via MS Teams or Purple Mash.
- Teachers will send back feedback if required.
- Teachers must respond to any messages from parents/children within 48 hrs.

Keeping in touch with pupils and parents:
- When an individual child is self isolating, messages received from parents and pupils via MS Teams or Purple Mash are to be checked between 9am and 5pm, Mon- Fri. Emails must be replied to within 48 hours.
- Any issues, should be dealt with professionally by the class teacher. If necessary teachers to contact a member of SLT for advice.
- Teachers or SLT are to attempt to make contact with all absent pupils in their class via telephone or MS Teams. Contact details can be accessed from SIMs - staff must ensure they log off and do not share information with a third party. All contact with parents must be recorded on CPOMs and note any relevant actions. Example CPOMS comment 'Telephoned Mum, offered support during home learning and I spoke with child who is getting on well. No concerns.' If there is a safeguarding concern alert the safeguarding team.
- Contact should be polite and encouraging. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly.
- A weekly record of pupil participation for 'live lessons' should be kept.

2.2.   Teaching assistants

During a local lockdown or bubble closure, teaching assistants must be available between 9am – 3.35pm, Monday to Friday, providing they are not self- isolating. During this time, they are expected to check their work emails and be available when called upon to attend school. 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.

Teaching assistants are responsible for:
- Supporting teachers to respond to pupils' messages on MS Teams or Purple Mash.
- Supporting pupils independently or in groups under the direction of the class teacher.
- Attending virtual meetings with teacher.

2.3.   Subject leads

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:
- Monitoring the work set by teachers in their subject.
- Reviewing work set weekly on MS Teams or Purple Mash

2.4.   Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:
- Co-ordinating the remote learning approach across the school – SLT.
- Monitoring the effectiveness of remote learning – reviewing work set by teachers, monitoring correspondence between parents and teachers.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

Senior leaders will where possible loan a device and provide internet support with those families who require additional support. In some instances where this is not possible or due to individual needs, paper packs will be provided if the children are not able to be offered a place in school.

2.5.   Designated Safeguarding Lead

The DSL is responsible for:
- Maintaining contact, collating, passing on information and responding to any concerns.
- Overseeing any COVID-19 amendments to the Child Protection Policy [3].

2.6.   IT staff

IT staff 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 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 to:
- Be contactable during the hours of the school day 9am – 3.35pm unless they are ill – although they may not always be in front of a device the entire time.
- Seek help if they need it, from teachers.
- Alert teachers if they're not able to complete work.
- Agree to follow the Code of Conduct for Remote Learning – see Appendix 1.

Staff can expect parents to:
- Seek help from the school if they need it – staff should refer parents to the "Remote Learning" links on the ALTS website for useful links to assist learning.
- Be respectful when making any complaints, or concerns, to staff.
- Understand that engagement in home learning is compulsory unless their child is ill.
- Inform school if there is a reason that their child is unable to complete the remote learning.
- Agree to follow the Code of Conduct for Remote Learning – see Appendix 1.

2.8.   Governing Body

The governing body is responsible for:
- Monitoring the provision of remote learning in the school to ensure education remains as high quality as possible.
- Ensuring that staff are certain that systems are appropriately secure, for both data protection and safeguarding reasons.

3. Who to Contact

If staff have any questions or concerns, they should contact the following individuals:
- Issues in setting work – talk to the relevant subject lead/SENCO/SLT.
- Issues with behaviour – talk to the SENCO/SLT.
- Issues with IT – talk to Assistant Head who can contact IT support from IntermIt [4] if needed.
- Issues with their own workload or wellbeing – talk to SLT.
- Concerns about safeguarding – talk to the DSL.

4. Data Protection

4.1.   Accessing personal data

School laptops are the school's preferred devices to be used when accessing any personal information on pupils.

When accessing personal data:
- All staff members have access to CPOMS to record any parent contact or concerns about children, via a secure password. Staff must ensure they log out after use, and must not allow access to the site to any third party.
- Teachers (only) access parent contact details via SIMs using a secure password. Staff must not share any details with third parties, and must ensure that they log off of SIMs as soon as they have finished using it.

4.2. Sharing Personal Data

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and does not require explicit permissions. While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

4.3. Keeping Devices Secure

These tips are based on our article on GDPR and remote learning.

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.

5. References

This policy is linked to :

Keeping children safe in education [5]
Counter-Terrorism and Security Act 2015 [6]
Childcare Act 2006 [7]
Children Act 1989 [8]
Children Act 2004 [9]
ICT Acceptable Use Policy [10]
Data Protection Policy [11]

[1] gov.uk, "Providing remote education: guidance for schools," 14 February 2023. [Online]. Available: https://www.gov.uk/government/publications/providing-remote-education-guidance-for-schools. [Accessed 20th April 2023].

[2] UNCHR, "Convention on the Rights of the Child," 2 September 1990. [Online]. Available: https://www.unhcr.org/uk/4d9474b49.pdf. [Accessed 3 April 2023].

[3] Alfred Lord Tennyson School, "Child Protection and Safeguarding Policy".

[4] Interm IT, "Interm IT Empowering Future Generations," [Online]. Available: https://intermit.co.uk/. [Accessed 3 April 2023].

[5] gov.uk, "Keeping children safe in education," [Online]. Available: https://www.gov.uk/government/publications/keeping-children-safe-in-education--2. [Accessed 18 February 2023].

[6]   legislation.gov.uk, "Counter-Terrorism and Security Act 2015," 2015. [Online]. Available: https://www.legislation.gov.uk/ukpga/2015/6/contents/enacted. [Accessed 3 April 2023].

[7]   legislation.gov.uk, "Childcare Act 2006," 2006. [Online]. Available: https://www.legislation.gov.uk/ukpga/2006/21/pdfs/ukpga_20060021_en.pdf. [Accessed 3 April 2023].

[8]   legislation.gov.uk, "Children Act 1989," 1989. [Online]. Available: https://www.legislation.gov.uk/ukpga/1989/41/contents. [Accessed 3 April 2023].

[9]   legislation.gov.uk, "Children Act 2004," 2004. [Online]. Available: https://www.legislation.gov.uk/ukpga/2004/31/pdfs/ukpga_20040031_en.pdf. [Accessed 3 April 2023].

[10]   Alfred Lord Tennyson School, "ICT Acceptable Use Policy".

[11]   Alfred Lord Tennyson School, "Data Protection Policy".

[12]   Alfred Lord Tennyson School, "Online Safety Policy".

6. Safeguarding

Safeguarding our children is our priority – see Child Protection and Safeguarding Policy [3].

Online safety lessons are conducted regularly within the school to help to ensure that children stay safe online – see Online Safety Policy [12] and ICT Acceptable Use Policy [10]

All concerns must be reported to our Designated Safeguarding Leads:
    Mrs K O'Connor, Mrs S Smith, Mrs J Appleby and Mrs L Bunker.

Appendix 1. Code of Conduct – Remote Learning

Schools now have a responsibility to provide high quality remote learning that reflects our current curriculum. Parents have a responsibility during this time, to ensure that their children engage in the learning. The remote learning that is set is not optional, there is a requirement that it is completed to the best of their ability, taking into account home circumstances. As per the government guidance, we have put into place a learning platform to enable this via MS Teams and it is important that all parents and children follow the guidelines below.

Introduction to Teams:
- Microsoft Teams is the preferred online platform, which teachers will use to enhance learning through live teaching, as advised by the DfE, when and where appropriate.
- Children will receive an invite to attend a 'meeting' via their school email account which will include the time and date.
- Teachers may request children to turn off the camera to disable video and have audio only (with PowerPoints etc.). This is to promote a productive and controlled learning environment.
- Teachers will plan activities, which will either reinforce existing understanding and skills (retrieval practice) or introduce selected 'new knowledge'. Children may also be expected to carry out additional tasks assigned by teachers independently.
- Teachers may pre-record tasks and lesson activities, to complete whenever your children are able, via PowerPoint narration and post them on Teams. For example, a PowerPoint lesson which includes narration to introduce or support learning and then scheduled activities for children to complete.

During live lessons via Microsoft Teams children must follow these expectations:

Attendance - Children must:
- Attend the live lesson promptly as per given timetable. The teacher will issue a 'meet now' just before the meeting time.
- Return to school with their homework book showing the completion of any set tasks, at the end of the lockdown period.

Behaviour - Children will maintain the high expectations of Alfred Street School by:
- Trying their best to complete all work at home to a suitable standard.
- Keeping microphones muted unless requested by the teacher.
- Wearing appropriate clothing for a day at school and be sat at an appropriate location (e.g. suitable backdrop).
- Requesting clarification, asking questions using the hands up function and await their turn to respond. When answered lower the hand function.
- Be respectful of all those involved in the lesson.

Parents must:
- Ensure their child is using MS Teams through their own account.
- Monitor their child whilst accessing MS Teams so that they can be responsible for their child's online behaviour.
- Where possible apply child safety settings to their home internet.

- Not allow their child to access, purchase or set up social media using the school email address given to them.
- Make sure their child and other members of the household are aware the video call is happening.
- Ensure that other members of the household wear suitable clothing during live learning.
- Ensure their child's device is being used in an appropriate area, for example, not in bedrooms; and where possible be against a neutral background.
- Ensure language used is professional and appropriate, including any family members in the background.
- Try their best to engage their child in successful home learning.
- Supervise and monitor their child.
- Refrain from talking to the teacher live in the lesson, unless requested to do so.
- Be respectful and considerate to the teachers and this new way of teaching.
- Support their child to be punctual and engage in learning.
- Use traditional communication routes for feedback, comments or concerns.

Disciplinary Procedure

In the unlikely situation that a child is not behaving appropriately online, the following action will be taken:
- The school work closely with parents to resolve issues together.
- Any child not behaving in accordance with the expectations, as stated above, will be given a warning of removal from the live lesson by the class teacher. At an appropriate time the teacher will ask to speak to the supervising adult at home.
- If the warning is not adhered to, the child will be removed from the lesson and parents contacted at the earliest opportunity.
- Any child not behaving in accordance with the expectations, as stated above, on more than one occasion, will be referred to the Senior Leadership team.
- If, after the above escalations have been enforced and unacceptable behaviour continues, the child will be removed from Live Teaching indefinitely.

Confidentiality and GDPR

- All comments and observations made during the online lessons must be kept confidential.
- Recordings should not be shared with anyone other than children attending ALTS.

I have read, understood and accept the Code of Conduct for Remote Learning.

Name: ....

Signed: ....

Date: ....