



# Remote Learning Policy

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<b>Signature:</b>			

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### 1. Aims

**In the event of full or partial closure, WFS is committed to providing continuity of education for our pupils through remote learning.**

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.

### 2. Roles and Responsibilities

**All staff must be available to work their normal contracted 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 procedures. If it affects the completion of any work required ensure that arrangements have been agreed with SLT and other members of their team to ensure work is completed.**

#### 2.1 Senior Leadership Team (SLT)

**The Senior Leadership Team are responsible for:**

- Coordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

#### 2.2 Designated Safeguarding Lead (DSL)

**The DSL is responsible for:**

- Maintaining contact, collating, passing on information and responding to any concerns.
- Monitoring CPOMS and ensuring appropriate actions, following concerns are followed up.

#### 2.3 Phase Leaders and Subject Specialists

## **Phase Leaders and Subject Specialists are responsible for:**

- Maintaining their teacher responsibilities (see below).
- Supporting staff with advice in planning and developing the remote learning.

## **2.4 Teachers**

### **Teachers are responsible for:**

- Checking work emails throughout the working day.
- Setting appropriate work, tasks and activities for their group via ScholarPack.
- Enabling pupils to continue to access learning at an appropriate level.
- Offering access to a broad curriculum.
- Providing feedback, where possible, to pupils about their work.
- Recording any safeguarding concerns through CPOMS.
- Recording all parent contact on CPOMS.
- Telephoning or zoom contacting parents and pupils weekly, to discuss how well their child is accessing the learning and their child's general wellbeing. (NB. Where a telephone is used, it must be from a withheld number.)
- Directing their class or subject TAs time effectively and checking their general wellbeing.
- Adhering to the GDPR Policy and not give out any personal details. All meetings should take place in a quiet place in the home. Staff should continue to follow school dress codes with any face-to-face meetings.

## **2.5 Teaching Assistants (TAs)**

### **Teaching Assistants are responsible for:**

- Checking work emails throughout the working day.
- Working as directed by their Teacher or Subject Leader.
- If requested to contact parents, record the conversations on CPOMS.
- Recording any safeguarding concerns through CPOMS.
- Adhering to the GDPR Policy and not give out any personal details. Any meetings they are requested to be involved in should take place in a quiet place in the home. Staff should continue to follow school dress codes with any face-to-face meetings.

## **2.6 Pupils and Parents**

### **Pupils and Parents can expect staff to:**

- Provide learning opportunities, from the first day, for pupils who are self-isolating or are required to stay at home for government-imposed lockdown. The learning offered will be determined by individual pupil need and ability levels and align to current learning and the themes the pupils would have had direct access to in the classroom.
- Hold a telephone or zoom conversation with pupil and parents once a week.

- Signpost them to academic or supportive websites, e.g. Mathletics, WFS website for communication information on 'Now and Next' Boards, Signing and AAC.

All pupils have access to the WFS YouTube channel which has activities, stories, songs, yoga, dance, physio sessions, information from Speech and Language therapists – and so much more.

Pupils with physio programmes and communication aids, such as PECs, will have had these already sent home and can continue with these. Parents can also contact class teachers or Beverley Thorne, WFS Communication Lead, directly at school.

Where possible, Nicola Harries, Physio Teaching Assistant, can arrange for individual pupils' physio equipment, e.g. standers, benches, etc. to be collected or delivered to pupils' homes.

#### **Staff can expect pupils to:**

- Be contactable during the hours of the school day (9am to 3pm) – although they may not always be in front of a device the entire time.
- Seek help if they need it, from Teachers or Teaching Assistants and alert Teachers if they are not able to complete work.

#### **Staff can expect parents to:**

- Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff.

## **2.7 Governors**

#### **The Governors are 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 systems are appropriately secure, for both data protection and safeguarding reasons.

## **3. Data Protection**

### **3.1 Accessing Personal Data**

When accessing personal data, all staff members will:

- Follow WFS GDPR expected guidelines. If any member of staff suspects a data breach, they must follow the WFS Personal Data Breach Protocol, including immediately contacting the school Data Protection Officer – Jo Kehoe.
- Have access to CPOMS to record any parent contact or concerns about children. Ensure you log out after use. Do not allow access to the site to any third party.

- SLT and Teachers are able to access parent contact details via ScholarPack. Do not share any details with third parties and ensure you log off after using.
- Only school laptops and iPads are to be used when accessing any personal information on pupils.

### **3.2 Sharing Personal Data**

Staff members may need to collect and/or share personal data, such as emails or telephone 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. Safeguarding**

Safeguarding protocols remain the same as in school – use of CPOMS to raise **all** concerns. If you have any more serious concerns or queries about how to proceed, telephone Alison Hopkins (DHT – Safeguarding), immediately.

All contact with parents, whether deemed safeguarding or not, is to be logged on CPOMS as a parent conversation.

### **5. Monitoring Arrangements**

This policy will be reviewed as and when updates to remote learning are provided by the Government, by the Headteacher and SLT.

**Latest Update:** 19.10.2020