



## **Remote Learning Policy for Kings Meadow School**

Related Government Guidance: <https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19#schools-duty-to-provide-remote-education>

<https://www.gov.uk/government/publications/remote-education-good-practice/remote-education-good-practice>

### **Context**

Kings Meadow School is a primary specialist provision for pupils with social, emotional and mental health (SEMH) needs. Pupils at Kings Meadow face a range of challenges linked to their learning and therefore readiness for learning and engagement are the main factors for consideration when designing our curriculum. At least 50% of our curriculum comprises of objectives, lesson sequences and activities linked to developing pupils' resilience, social interaction and communication skills and self-regulation strategies. At Kings Meadow School, we feel that it is important that work offered through remote learning matches the approach taken in school.

The blended learning offer from Kings Meadow will consist of:

- Full time in school for:
  - The pupils who are most vulnerable (determined on an individual basis), and
  - Pupils whose parents' work is critical to the Covid response and who cannot be safely looked after at home as per the latest government guidance about critical workers which states "parents and carers should keep their child at home if they can")
- Part-time in school:
  - For some pupils to support their access to learning activities
  - To support those pupils and families who may be vulnerable
- Full-time at home
  - For the majority of pupils for whom it is safer to be at home
  - In the event that a pupil has been asked to self-isolate

### **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 to teach between 9am and 3pm. A teacher must work such reasonable additional hours as may be necessary to enable the effective discharge of the teacher's professional duties (Paragraph 51.7, School Teachers Pay and Conditions Document 2020).

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 absence procedure.

When providing remote learning, teachers are responsible for:

- setting assignments so that pupils have meaningful and ambitious work each day in a number of different subjects. This will include activities and tasks that meet the mental health and wellbeing needs of our pupils, and are fun



and engaging whilst meeting the needs of the child's EHCP and personal aspirations. For example, this could include activity packs to support messy play, painting or a treasure hunt around the house.

- setting tasks that take into consideration an individual pupil's levels of engagement, SEMH and learning needs (prioritising phonics, reading, vocabulary and maths skills) as well as the school curriculum
- sending Teams/Office365 invitations for group connection and sharing opportunities and/or individual or paired sessions at least daily
- uploading tasks onto the families' chosen preferred platform, i.e. DoJo, EdShed or Teams
- provide printed paper packs if required
- co-ordinate with other teachers and staff members to ensure consistency across the school and to make sure pupils with limited access to devices can still complete at least some of the work
- reviewing work that has been shared with them and providing feedback to pupils through their chosen platform and/or by email (to the parent/carer) and record that this feedback has been given
- reviewing, logging and RAG rating levels of engagement (including attendance information) in the class file
- keeping in touch with pupils who are self-isolating by telephone (weekly), email (as required) and by providing feedback on work set. This contact should be limited to working hours (8am to 5pm)
- forwarding any concerns or complaints to the senior leadership team (SLT)
- attending virtual meetings with staff, parents/carers and pupils as required and as is reasonably practicable (if this is required during teaching hours (9am-3pm) plan to be approved by SLT and cover to be provided)
- ensuring that SLT are aware of any pupils who may benefit from the provision of a laptop to support their home learning tasks.

#### *Teaching Assistants*

When assisting with remote learning (in the event of school closure), teaching assistants must be available during their normal working hours of 8.30am to 4pm (5pm on Wednesdays), supporting with teaching between 9am and 3pm. 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 the teacher with sourcing and sharing home-learning tasks on the chosen platform, in accordance with the personalised plan for the pupils in their class
- attending virtual meetings with staff, parents/carers and pupils as required and as is reasonably practicable (if this is required during teaching hours (9am-3pm) plan to be approved by class team and SLT and cover to be provided)

#### *Subject Leaders*

Subject leaders will be responsible for:

- monitoring the remote work set by teaching teams for their class through regular discussion with teachers
- alerting teachers to resources they can use to teach remotely
- working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- considering whether any aspects of the subject curriculum need to change to accommodate remote learning

#### *Senior Leaders*

**The Deputy Head teacher is the senior leader responsible for Remote Learning.**

Alongside any teaching responsibilities, senior leaders are responsible for:

- overcoming barriers to digital access for pupils by:
  - distributing school-owned laptops accompanied by a user agreement or contract
  - providing printed resources, such as textbooks and workbooks, to structure learning, supplemented with other forms of communication
- considering whether any aspects of the curriculum need to change to accommodate remote learning

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- selecting a digital platform for remote education provision that will be used consistently across the school (DoJo, EdShed and Teams) in order to allow interaction, assessment and feedback and make sure staff are trained and confident in its use
- working with teachers teaching remotely to make sure all work set is appropriate and consistent
- having systems for checking daily, whether pupils are engaging with their work, and work with teachers and families to rapidly identify effective solutions where engagement is a concern
- enabling teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding
- working with subject leads 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
- co-ordinating the remote learning approach across the school (Sasha Lees, Deputy Headteacher, is assigned to this role)
- monitoring and reviewing the effectiveness of remote learning through pupil/parent/carer engagement records, meetings with teaching teams and welcoming feedback from all parties
- monitoring the security of remote learning systems, including data protection and safeguarding consideration
- working collaboratively with families, putting into place reasonable adjustments as necessary.

#### *Designated safeguarding lead*

The DSLs are responsible for:

- ensuring that remote learning protocols are set in line with the school's safeguarding policy (September 2020) and the safeguarding addendum (April 2020)

#### *School Business Manager in conjunction with EasiPC*

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents/carers with any technical issues they're experiencing, where possible
- Liaising with Easipc, staff and parents/carers to arrange for the setting up and distribution of laptops provided through the government scheme
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

#### *Pupils, Parents and Carers*

Staff can expect, for pupils learning remotely, that parents and carers will:

- be contactable during the school day (although it will not be necessary to be 'online' at all times)
- support pupils to complete work set via their chosen platform
- seek help if they need it, from teachers or teaching assistants
- keep communication channels open with the teaching team and let someone from that team know if the pupil is not able to complete work
- contact the teacher or the school office to request support if they do not have a suitable device
- report absence in the usual way if their child is sick.

#### *Governing Body*

The governing body is responsible for:

- monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible, taking into account the needs of the school and pupils
- ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons
- allocating a link governor for remote education

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## Contact

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

- Issues in setting work – Deputy Headteacher or Headteacher
- Issues with IT – School Business Manager and/or log ticket with EasiPC
- Issues with their own workload or wellbeing – Deputy Headteacher or Headteacher
- Concerns about data protection – School Business Manager
- Concerns about safeguarding – DSL Team

## GDPR: Accessing personal data

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

- Use the secure cloud service on Microsoft Teams
- Access data using school devices (laptop, ipad, tablet)
- Only hold pupils' personal data on their devices if essential and for the minimum required time.

## GDPR: Processing personal data

Staff members may need to collect and/or share personal data such as such as email addresses and telephone numbers for parents/carers 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 members are reminded to collect and/or share as little personal data as possible online. Staff members will only hold personal data for pupils and families on their devices if essential and for the minimum required amount of time. Data will be deleted on return to school.

## 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

## Safeguarding

Safeguarding procedures will be in-line with our school Safeguarding Policy which can be found our on school website: <https://kingsmeadow.northants.sch.uk/school-information/school-policies>

## Monitoring arrangements

This policy will be reviewed three times annually, particularly during the Covid19 Global Pandemic. At every review, it will be approved by the full governing body.



### **Links with other policies**

This policy is linked to our:

- Behaviour and Emotional Regulation Policy
- Safeguarding Policy and coronavirus addendum to our safeguarding policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy

Designated Safeguarding Lead: Helen McCormack, Head teacher

Nominated Member of Leadership Staff Responsible for this Policy: Sasha Lees, Deputy Head teacher

Named Governor with lead responsibility: David Bates

Date agreed and ratified by Governing Body: 13.10.2020

Policy Written: September 2020

Interim Review: January 2021

Date of Next Review: September 2021