

# Remote Learning Contingency Policy

The Hendreds School

<b>Approved by:</b>	Mr. J. Veness	<b>Date:</b> 25/09/2020
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Oxford Diocesan Schools Trust (ODST)

Registered Office: Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF

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## 1. Aims

This remote learning contingency 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, if teachers are working from home, they will be available between 8.45am – 12.00 noon and 1.00pm – 3.30pm. 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. If teachers are working in school during a partial school closure, their working hours will be similar to when school is fully open.

When providing remote learning, teachers are responsible for:

- Setting work for their class: one piece of maths work, one piece of English work and one other subject per day. Primarily, Oak National Academy will be used to provide video lessons, with an accompanying task to be submitted on Microsoft Teams. Children in Key Stage 1 (Class 1 and 2) should receive at least three hours per day of remote learning provision, including video lessons, time taken to complete tasks and class calls; children in Key Stage 2 (Class 3, 4 and 5) should receive at least three hours per day of remote learning provision, including video lessons, time taken to complete tasks and class calls.
- During the hours listed above, teachers will be available either via the chat function on Teams, the class team page or on a class video call, as appropriate. Teachers shouldn't respond to messages outside working hours. For general home learning queries parents will be asked to email: [homelearning@hendreds.oxon.sch.uk](mailto:homelearning@hendreds.oxon.sch.uk)
- Tasks will be made available on Teams at 8.00am; tasks should be submitted by 4.00pm; work that is submitted late may not be marked in the normal timeframe.
- The Headteacher will regularly contact vulnerable families.
- Complaints or Safeguarding Concerns will be reported to the Headteacher; in the absence of the Headteacher, the SLT and Deputy DSLs will take on these duties.
- Teachers will provide feedback to pupils on the work submitted, although work submitted late may not always be marked. Teachers will attempt to mark late work but this may not always be possible.
- Headteacher to coordinate delivery of work packs to those families who need printed work delivered.
- In the event of a lockdown with partial school opening, the Headteacher will ensure staffing levels in school are adequate for the number of children in school and that teachers have reasonable time to plan, teach and provide feedback for work online.
- Teachers will work together, in key stage teams where appropriate, to ensure that work expectations and curriculum coverage is consistent across the school.
- Curriculum coverage for the foundation subjects will be monitored by the SLT and discussed during weekly staff meetings. Where appropriate, subject leaders will plan work with their colleagues.

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- SLT to contact parents of any students who have not handed any work in on any given day; the intention of these calls is to check on the wellbeing of pupils and to offer support with work, IT issues etc.
- When teaching on screen from home, teachers must: dress professionally (smart dress appropriate for school); work in an appropriate room (teachers may blur their background if they wish); background noise should be kept to a minimum.

## **2.2 Teaching assistants**

- Teaching assistants may be asked to work their normal hours in school in the event of a partial school closure.
- When assisting with remote learning, teaching assistants will be available between 8.45 – 12.00 noon and 1.00pm and 3.30pm.
- Teaching assistants will provide support on Teams as per the direction of the teacher.
- When attending virtual meetings or lessons, teaching assistant must: dress professionally (smart dress appropriate for school); work in an appropriate room (teachers may blur their background if they wish); background noise should be kept to a minimum.
- If teaching assistants 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.

## **2.3 Subject leads**

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
- Working with other subject leads 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
- Monitoring the remote work set by teachers in their subject through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

## **2.4 Senior leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Providing additional support to children and families for whom there are barriers to remote learning, e.g., by organising the loaning of devices, thereby ensuring that remote learning is accessible to all children.
- Monitoring the effectiveness of remote learning 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

- Monitoring staff wellbeing and providing support where necessary.

## 2.5 Designated safeguarding lead

The DSL is responsible for responding to all safeguarding concerns as listed in the school's Child Protection and Safeguarding Policy which can be found on the school's website.

## 2.6 IT staff

Our IT technician from Turn IT On will with teachers to:

- Fix issues with systems used to set and collect work
- Review the security of remote learning systems and flag any data protection breaches to the data protection officer
- Advise teachers as to how to assist pupils and parents with any technical issues they are experiencing, such as accessing home learning resources on different devices.

## 2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Complete work by 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 – if you know of any resources staff should point parents towards if they're struggling, include those here
- Be respectful when making any complaints or concerns known to staff

## 2.8 Local Governing Body

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:

- The Headteacher for concerns about: setting children's work; children's behaviour; IT issues; data protection, staff workload or wellbeing.
- Designated Safeguarding Lead – Mr. J. Veness [head.3250@hendreds.oxon.sch.uk](mailto:head.3250@hendreds.oxon.sch.uk)
- Deputy Designated Safeguarding Leads: Mrs. D. Barksfield: [dawn.barksfield@hendreds.oxon.sch.uk](mailto:dawn.barksfield@hendreds.oxon.sch.uk) and Miss. Y. Humphreys: [yasmin.humphreys@hendreds.oxon.sch.uk](mailto:yasmin.humphreys@hendreds.oxon.sch.uk)

## **4. Data protection**

### **4.1 Accessing personal data**

When accessing personal data for remote learning purposes, all staff members will use school devices, saving work to the device or to one drive, not to a memory stick.

### **4.2 Processing personal data**

Staff members may need to collect and/or share personal data such as email addresses, Teams login details etc. 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 are reminded to collect and/or share as little personal data as possible online.

### **4.3 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

For further IT support, staff should contact Turn IT On.

## **5. Safeguarding**

The school's Child Protection and Safeguarding Policy can be found on the school website.

For safeguarding concerns contact the DSL or one of the Deputy DSLs – see 'Who to contact' above.

## **6. Monitoring arrangements**

This policy will be reviewed half termly by the Headteacher. At every review, it will be approved by the FFP sub-committee of the Local Governing Body.

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

This policy is linked to our:

- Behaviour policy
- Child Protection and Safeguarding Policy and the coronavirus addendum to the policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy