

**Ayios Nikolaos
Primary School**



Cyprus

‘Believe and Achieve’

**REMOTE LEARNING POLICY
AYIOS NIKOLAOS PRIMARY SCHOOL**

Approved by:	Sarah Baillie	Date: 10 November 2020
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1. 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.

2. Role and Responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 08:00 – 13:30hours. They will be able to respond to your Seesaw messages if your child has difficulty in completing an activity or if you need further advice. During this time, they will also be responding to, commenting on and/or marking activities that children have submitted during that day. Please understand, that there may be times that this response is not 'immediate' as teachers will build in 'workstation' breaks and create the working pattern to support both your child and themselves.

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:
 - Lessons and activities will be set as follows:
 - **FS1** – Teachers will create and schedule at least 1 activity per day. These will be play-based learning activities that can be completed at home. As FS1 children are of non-statutory school age these are optional but it would be great for the children if everyone gets involved.
 - **FS2 – Y6** – Teachers will create 3 lessons per day. Each day there will be an English, Maths and a shorter phonics/spelling/maths activity (reflecting Early Morning Learning activities in school). They will additionally receive a topic, foundation and values lesson on Mondays, that should be completed by Fridays.
 - An amount of work should be set that reflects the expectation of objective and will clearly state the amount of time expected to be spent on lesson/activity. This could incorporate time for a screen break should the work be IT dominant.
 - Work should be available for the pupils to access from 08:00 daily
 - The main platform for hosting learning is Seesaw. This may be complemented by tasks and activities on Mathletics, Bug Club and other online resources where appropriate. Attention should be paid to the amount of screen time being expected each day and, where possible, a variety of hands on activities should be included.
 - Teachers should consider a pupil's access to technology and ICT prowess when setting appropriate work.
 - If school is open, but some families are required to self-isolate, then work will be set as outlined above. It may be necessary to provide paper copies of the work set, and, if so, arrangement should be made for these to be delivered to the SFA.
- Providing feedback on work:
 - Work should be accessible to teaching staff through a clear means that has been disseminated with pupils.

- All work should be submitted through Seesaw, or scanned email copies of paper packs where required.
- Feedback should be focussed on both celebration and/or improvement, as appropriate. This can be delivered via written comments, or recorded responses attached to pieces of work.
- Feedback should be completed the same day if possible to allow for improvements in future pieces of work.
- Work will stay 'live' for 24 hours, after which there is no expectation for the teacher to comment on that work. If parents choose to complete work not completed in previous days, then the teacher is not required to provide feedback on this work when submitted.
- Teachers are not expected to provide feedback outside of the agreed working hours. Any completed work uploaded after this time should be responded to the following day.
- Keeping in touch with pupils who aren't in school and their parents:
 - Regular daily contact should be made with all children via their feedback on learning tasks.
 - Teachers should respond to messages during the agreed hours only. Any messages received after the agreed finish time should be dealt with the following day. There is no expectation to respond to messages during the weekend or holiday periods.
 - Concerns raised by parents should be dealt with first by the class teacher, with the Key Stage Leader copied in for reference. If necessary, the Key Stage Leader will pass the concern on to a member of SLT for response.
 - If children do not regularly complete work provided, initial contact should be between the class teacher and parent, with the Key Stage Leader copied in. Should it continue to be an issue, the class teacher should pass the information to a member of SLT. No attendance register will be taken; however, teachers should monitor completion of work each day and log which children are interacting with the activities. Each Friday, names of children not interacting on a regular basis should be sent to a member of the SLT, who will follow this up with parents and UWO.
- Attending virtual meetings with staff, parents and pupils:
 - In order to ensure staff remain supported and keep in touch as a school team, regular virtual staff meetings will take place. In addition, if remote learning continues for longer than a half a term, there may be the option to offer virtual parent consultations to discuss children's progress.
 - Staff should be reminded of professionalism when dressing for meetings about school. Staff should be dressed in a similar style to how they would conduct business when in school. Conduct within virtual meetings should reflect the same professionalism within school.
 - Staff should consider location carefully when arranging meetings. Staff should be aware of what can be viewed by other staff and parents in the background to the call. Background noise should be minimised if possible.

If teachers will also be working in school, explain who'll cover the responsibilities above during this time, or if they'll still need to provide remote learning (and if so, whether there'd be any links between the in-school and remote provision – for example, streaming lessons in school to pupils learning remotely).

2.2 Learning Support Assistants

When assisting with remote learning, Learning Support Assistants must be available for work between 08:00 – 13:30 or as per the hours that the contract dictates.

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 assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely:

- Pupils who are absent from school for COVID based reasons or additional support may be required to support children with specific interventions.
- Support can be provided through daily contact via Seesaw.
- Attending virtual meetings with teachers, parents and pupils:
 - If attending virtual meetings, attention should be given to appropriate dress code – maintaining a professional appearance at all times. These should also be conducted in a suitable location, being aware of what can be viewed and heard in the background to the call.
- Where key worker provision is being delivered, Learning Support Assistants may be asked to be part of this supervision rota, and will be required to attend the provision to support children in the completion of their remote learning activities.
- Should the normal setting be closed for normal business, there may be a requirement for staff to work at settings that remain open.

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 (remotely where possible) 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 remote meetings and discussion.
- 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.
- 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.
- The SENDCO will maintain contact with teachers and parents for any children with individual learning plans and will help to differentiate learning activities where necessary in order to meet the children's needs.

2.5 Designated safeguarding lead (DSL) and Deputy DSL (DDSL)

The DSL is responsible for ensuring safeguarding practices are strong and pupils are protected in line with the school safeguarding policy.

Teachers are to report any concerns they may have using the MyConcern system and the DSL will contact the parent to follow up on the concern.

2.6 IT Network 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 remote learning 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 learning remotely to:

- Be contactable during the school day – although consider they may not be always in front of a device the entire time.
- Complete work to the deadline set by teachers.
- Seek help if they need it, from teachers or learning support 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 raising any concerns with staff.
- Be respectful of teacher's working hours and limit contact to agreed hours.

2.8 School Governance Committee

The School Governance Committee 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.
- Monitoring the wellbeing of school staff and maintaining regular contact.

3. Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals (remotely where possible):

- Issues in setting work –talk to Key Stage or subject lead
- Issues related to engagement with learning – talk to Key Stage Leader or SLT
- Issues with IT – Contact IT Service Desk, also informing line manager
- Issues with their own workload or wellbeing – talk to their line manager.
- Concerns about data protection – talk to the Headteacher/data protection officer.
- Concerns about safeguarding – talk to the DSL/DDSL.

If parents have any questions or concerns about remote learning, they should contact the following individuals (remotely where possible):

- Issues in setting work –talk to the relevant class teacher or SENCO
- Issues related to engagement with learning – talk to the class teacher and if there is no improvement then to the Deputy Headteacher or Headteacher
- Issues with IT – contact the class teacher or school.
- Concerns about data protection – talk to the Headteacher/data protection officer.
- Concerns about safeguarding – talk to the DSL/DDSL.

4. Data Protection

4.1 Accessing personal data

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

- Work within the framework of the school's Acceptable Use Policy (JSP 740).
- Use authorised equipment such as school laptops, iPads and surface pro machines.
- Make use of 'One Drive' for the storage and transfer of resources, unless these can be accessed from the school server. No personal portable storage devices should be used to remove information from the school server.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as work 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.

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.

5. Safeguarding

The school safeguarding policy can be found via the school website. Safeguarding procedures remain unchanged during remote learning times, and extra vigilance should be used to help safeguard children remotely.

6. Monitoring arrangements

This policy will be reviewed annually by Sarah Baillie/Headteacher. At every review, it will be approved by the School Governance Committee. (Next review on 1.12.20) Review make take place sooner, if required.

7. Links with other policies

This policy is linked to our:

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| - Behaviour policy | - Home-school agreement |
| - ICT and internet acceptable use policy | - E-Safety policy |
| - Data protection policy and privacy notices | - Child protection policy |