Remote and Blended Learning Policy

October 2020

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for all pupils, including SEND, who are not in school through use of quality online and offline resources and teaching videos
- Provide clear expectations for members of the school community with regard to delivery of high quality interactive remote learning
- Support effective communication between the school and families and support attendance

2. Who is this policy applicable to?

- A child (and their siblings if they also attend Nelson) is absent because they are awaiting test results and the household is required to self-isolate.

- A child (and their siblings if they also attend Nelson) is absent because they are required to quarantine after returning from abroad

- A child's whole 'bubble' is not permitted to attend school because they, or another member of their 'bubble', have tested positive for Covid-19.

- A member of staff is absent because they are awaiting test results and the household is required to self-isolate.

- A member of staff is not permitted to attend school because they, or another member of their 'bubble', have tested positive for Covid-19.

- A child (and their siblings if they also attend Nelson) is absent because government guidelines mean the school is closed to most children

3. Content and tools to deliver remote learning

- Google classroom
- Zoom
- Purplemash
- Mathletics
- Spelling Shed
- Oak Academy
- Printed learning packs

4. Roles and responsibilities

4.1 Teachers

When providing remote learning, teachers must be available between 8.30am and 3.30pm. If they are unable to work for any reason during this time, for example due to sickness or caring for a dependant, they should report this using the normal absence procedure of telephoning the school at 7am in the morning.

When providing remote learning, teachers are responsible for:

- Setting work
- Providing feedback on work
- Attending virtual meetings with staff, parents and pupils
- Provide live lessons

Details in remote learning procedures and guidelines

4.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.30am and 3.30pm.

If they are unable to work for any reason during this time, for example due to sickness or caring for a dependant, they should report this using the normal absence procedure of telephoning the school at 7am in the morning.

When assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who are not in school with learning remotely
- Attending virtual meetings with teachers, parents and pupils
- Keeping in touch with pupils who are not in school and their parents

Details in remote learning procedures and guidelines

4.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum needs to change to accommodate remote learning
- Working with teachers who are 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 with deadlines reasonably spaced.
- Monitoring the remote work set by teachers in their subject – explain how they will do this, such as through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

4.4 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 and receiving feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

4.5 Designated safeguarding lead

- Ensure continued contact with vulnerable children and families if they are self-isolating

4.6 IT Technician

IT technician is responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they are 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

4.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day
- Complete work to the deadlines set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they are 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 and cannot complete work
- Seek help from the school if they need it
- Be polite when sharing any complaints or concerns with staff

4.8 Governing board

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

5. Data protection

5.1 Accessing personal data

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

- Store all work on the google drive, password protected

- Use school laptop or iPad

5.2 Processing personal data

Staff members should only communicate using their school e mail address. Pupils should only communicate with teachers through purplemash or google classroom.

5.3 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

6. Safeguarding

- See coronavirus addendum in safeguarding policy

7. Monitoring arrangements

This policy will be reviewed termly.

7. Links with other policies

This policy is linked to our:

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