Newark Orchard School

Remote Learning Policy

December 2022

Contents

1. Aims

In the event of full or partial closure, Newark Orchard school 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 working from home 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 school absence procedures.

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.
- Ensuring the Remote Learning Offer is shared with key stakeholders

2.2 Designated Safeguarding Lead (DSL)

The DSL is responsible for:

- Overseeing and monitoring contact with families at home
- Responding to any concerns following consultation with other SLT members.
- Monitoring CPOMS and ensuring concerns are followed up and appropriate action has been taken.
- Carrying out risk assessments for any pupils who are at home and not engaging with remote learning on offer

2.3 Curriculum Team Leader

Curriculum Team Leader is responsible for:

- Maintaining teacher responsibilities (see below).
- Establish a working party to collate and share examples of good practice across the school
- 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 agreed systems.
- Enabling pupils to continue to access learning by providing activities at an appropriate level.
- Offering access to a broad and balanced curriculum.
- Providing feedback, where possible, to pupils about their work.
- Recording any safeguarding concerns through CPOMS.
- Recording all parent contact on CPOMS.
- Contacting parents and pupils at least 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 the TAs working at home time effectively.
- Adhering to the GDPR Policy and not give out any personal details. All meetings should take place in a quiet place in the home.

2.5 Teaching Assistants

Teaching Assistants are responsible for:

- Checking work emails throughout the working day.
- Working as directed by their Teacher.
- 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

2.6 Pupils and Parents

Pupils and Parents can expect staff to:

- Provide learning opportunities for pupils who are required to stay at home for school or government-imposed lockdown. The learning offered will be determined by individual pupil need and ability levels and aligned to current learning and themes the pupils would have had direct access to in the classroom.
- Have contact with pupil and parents once a week.
- Signpost them to academic or supportive websites
- Pupils communication aids, such as communication books, will be sent home in order for you to continue with these.
- Be available via email to offer support and advice during the working hours of 8.35-3.35. The response many not be immediate but they will aim to get back to you as soon as possible.

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.
- Support their child to engage in the remote learning being offered
- Maintain agreed contact with the school in line with Safeguarding procedures.
- Adhere to Data Protection guidelines by not sharing personal details
- Respect hours of contact
- Sign and return the Home Learning code of conduct agreement.

2.8 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 Newark Orchard GDPR expected guidelines. If any member of staff suspects a data breach, they must inform the DPO (Rebecca Turner)
- 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 CPOMS. Do not share any details with third parties and ensure you log off after using.
- Only school laptops are to be used when accessing any personal information on pupils.

3.2 Sharing Personal Data

Staff members may need to collect 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 as little personal data as possible online. Please do not share any personal data of a parent or child without the explicit written consent from the parent concerned.

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

5. Sharing work and giving feedback

Teachers will use the agreed systems to share work and give feedback. They will offer a variety of approaches to engage the learners they are responsible for.

The agreed systems are;

- Email via parent/carer
- Posting learning packs and resources
- Individual Teams meetings with pupil/parent
- Microsoft Teams events when working with more than one child

6. Celebrating success

A weekly pupil of the week assembly will take place remotely in order to celebrate the successes of our pupils both attending school and learning remotely. Certificates for those at home will be posted out following each assembly.

Our Newark Orchard School Facebook page will be used to share pupils' achievements and to provide useful links to educational websites. We will also use the school website to share the latest information available regarding home learning.

6. Monitoring Arrangements

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