Oakley School

Skills for Life and Independence

Remote Learning Policy

Date written: September 2020

Date agreed and ratified by Governing Body: TBC

Date of next review: September 2021 (or sooner if required)

1. Aims

This Remote Learning Policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not 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

- Parents and Carers (as per Government Guidance) should send their child to school unless advised to self-isolate on medical grounds, are showing symptoms of Covid and are awaiting a test, someone in the family has Covid symptoms or has tested positive and the family are self-isolating or the school has decided to close a hub due to a Covid outbreak.
- Class Teachers will plan a fortnightly timetable of learning for pupils in their class based around pupils' Education, Health & Care Plan (EHCP) outcomes.
- Learning Support Assistants (LSAs) will support the Class Teachers with the resourcing and collating of materials to be sent home.
- The Therapy Team will work with the Class Teacher to provide targeted interventions for individuals on their caseload.
- Phase Leaders will monitor the quality and consistency of the work set.
- Parents and Carers will feedback to Class Teachers on the progress their child has made whilst working at home.
- Class Teachers will keep in regular contact with the pupils and Parents and Carers to monitor progress and check on the safeguarding and wellbeing of pupils, through Class Dojo and emails, as well as having a minimum of a weekly phone call.
- The Leadership Team will be responsible for ensuring Class Teachers are given time to complete this additional work and to ensure high quality teaching and learning continues to result in pupils making good progress towards their EHCP outcomes.
- The Leadership Team will monitor and review the wellbeing of pupils, staff and Parents and Carers and take action where a concern has been raised.

2.1 Teachers

- When providing remote learning, teachers must be available between 8.30am and 3.30pm, Monday to Friday.
- If they are unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure.
- When providing remote learning, teachers are responsible for:-

Setting work for pupils in their class as set out in the timetable below:-

Session	Monday	Tuesday	Wednesday	Thursday	Friday
1	Activate or movement activity	Activate or movement activity	Activate or movement activity	Activate or movement activity	Activate or movement activity
2	English	English	English	English	English
	Break & snack (Life skills)	Break & snack (Life skills)	Break & snack (Life skills)	Break & snack (Life skills)	Break & snack (Life skills)
3	Maths	Maths	Maths	Maths	Maths
	Lunch and play (life skills)	Lunch and play (life skills)	Lunch and play (life skills)	Lunch and play (life skills)	Lunch and play (life skills)
4	EHCP and life skill focus	EHCP and life skill focus	EHCP and life skill focus	EHCP and life skill focus	EHCP and life skill focus
5	Pupil Well-being	Pupil Well-being	Pupil Well-being	Pupil Well-being	Pupil Well-being

- Teachers will plan to include activities that are creative, sensory and fun for pupils.
- The work must be planned in advance and sent home to Parents and Carers when a pupil is asked to self-isolate or in the event of a partial/ full school lockdown. If the lockdown is for a sustained period, the Teacher will be asked to plan on a weekly basis
- Teachers should take into account family circumstances: access to internet, Parents' and Carers' levels of literacy and numeracy, economic factors and plan accordingly.
- Teachers should be available to advise Parents and Carers on how to deliver the learning and work collaboratively with Parents and Carers to gather feedback on pupil progress.
- It is Teachers' responsibility to record progress.
- Teachers will check on the wellbeing of LSAs and their ability to support learning (in school or remotely).

Providing feedback:

- Families should provide evidence of work completed through photos, sending completed work into school or through verbal feedback.
- Teachers will use the feedback from Parents and Carers as a guide for pupils' next steps.
- Pupil Progress should be celebrated by displaying achievements on Class Dojo.

Keeping in touch with pupils who are not in school.

- Teachers should have regular contact with pupils and Parents and Carers via Class Dojo and a weekly phone call to check on progress and wellbeing.
- Teachers should report to their Phase Leader where a pupil is well but refusing to complete Home Learning.
- Teachers should report to the Designated Safeguarding Leads (DSLs) any concern regarding the safeguarding of pupils following the usual Oakley Safeguarding Procedure i.e. phone a DSL and record on My Concern.
- If the Teacher receives a complaint from a Parent or Carer they should speak to their Phase Leader in the first instance.
- Annual Reviews and Parent Teacher Meetings will proceed wherever possible via Teams. Staff should ensure they are dressed professionally and guarantee confidentiality for our children and young people throughout the meeting.
- In the event of a Teacher having a class commitment in school, the Leadership Team will ensure that they are given additional time to plan and engage with Home Learners.

2.2 Learning Support Assistants (LSAs)

- When assisting with remote learning, LSAs must be available between 8.30am and 3.30pm, Monday to Friday.
- If they're unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure.
- When assisting with remote learning, Learning Support Assistants are responsible for:
  - Supporting pupils who are not in school and are learning remotely
  - Resourcing Home Learning
  - Undertake Virtual Training as directed by the Leadership Team

3.2 Phase Leaders and Therapy Team Leader

- Phase Leaders will be responsible for monitoring the quality, quantity and consistency of the Home Learning being set.
- Phase Leaders will be responsible for checking with the Teachers to ensure progress is being maintained by pupils working at home.
- Phase Leaders will check on the wellbeing of Teachers to ensure they are able to manage their workload.
- The Therapy Team Leader will liaise with Teachers to ensure that therapy support and resources are appropriate for individual pupils.

- The Therapy Team Leader will liaise with NHS Therapists to ensure provision is maintained when pupils are required to stay at home.
- The Therapy Team Leader will direct Therapy Assistants to provide resources for Teachers.
- The Therapy Team Leader will check on the wellbeing of the Therapy Team and ensure they are able to manage their workload.
- Phase Leaders and the Therapy Team Leader will be expected to attend Virtual Annual Reviews and Parent/Carer meetings.

2.4 Senior Leaders

- Senior Leaders will be responsible for communicating with staff and Parents and Carers any confirmed cases of Covid and action being taken by the school in consultation with Public Health England/Kent Health Protection Team.
- Senior Leaders will be responsible for ensuring that pupils in school and at home continue to be safeguarded and that staff are following the school's Child Protection and Safeguarding Policy.
- Senior Leaders will work with the Extended Leadership Team to quality assure the Home Learning and in school learning taking place.
- Senior Leaders will ensure that staff have the resources required to be able to work from home.
- Senior Leaders will release Teachers in order to be able to plan for Home Learning, whilst also delivering learning in school.
- Senior Leaders will collaborate with other Special Schools in Kent and through the Challenge Partner Network to continue the drive for continuous school improvement.

2.5 Designated Safeguarding Leads (DSLs)

- The DSLs will be responsible for recording and reporting any safeguarding concerns and taking the appropriate action such as referring to the Front Door service to engage additional support for families in need.

2.6 IT Help Desk

- Fix issues with systems used to set and collect work.
- Help staff and Parents and Carers with any technical issues they are experiencing.
- Review the security of remote learning systems and report any data protection breaches to the Data Protection Officer.
- Assist pupils and Parents and Carers with accessing the internet or devices.

2.7 Pupils and Parents/Carers

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time
- Complete work to the deadline set by Teachers
- Seek help if they need it, from Teachers, Learning Support Assistants, Therapists and Therapy Assistants.
- Alert Teachers if they're not able to complete work

Staff can expect Parents and Carers 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
- Feedback to the Teacher the progress their child is making
- Be respectful when making any complaints or sharing any concerns

2.8 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
- 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:

- Issues in setting work – talk to Phase Leader
- Issues with behaviour – talk to Phase Leader or Assistant Headteacher for Behaviour and Pupil Wellbeing
- Issues with IT – email IT Helpdesk
- Issues with their own workload or wellbeing – talk to Phase Leader
- Concerns about data protection – talk to School Business Manager
- Concerns about safeguarding – talk to a Designated Safeguarding Lead

4. Data Protection

4.1 Accessing personal data

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

- Ensure that all data is kept confidential and secure
- Access information through Folder
- Protect personal phone numbers if making phone calls from home and use school email to ensure staff protect themselves and their privacy

4.2 Processing personal data

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

It is the responsibility of all staff to continue to safeguard our pupils when they are at home and in school. Staff should share concerns immediately with a DSL and record on My Concern. The DSL will report in a timely manner.

6. Monitoring arrangements

This policy will be reviewed in September 2021 by Sophie Rees, Deputy Headteacher. At every review, it will be approved by the Teaching, Learning and Assessment Committee of the Governing Body.

7. Links with other policies

This policy is linked to our:

- Behaviour Policy
- Child Protection Policy
- General Data Protection Regulation Policy and Privacy Notices
- Home-School Agreement
- Home Learning Policy
- ICT and Internet Acceptable Use Policy
- Online Safety Policy