

Remote Learning Policy

UNCRC Article 28: You have the right to an education

UNCRC Article 29: Your education should help you use and develop your talents and abilities.

UNCRC Article 31: You have the right to relax and play

1. Aims

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
- Reflect the school's commitment to the UN Conventions of the rights of the child specifically Article 28, 29 and 31.

This Remote Learning Policy has been written as guidance for staff and parents during the COVID-19 Pandemic. It sets out the systems and technology that staff will use to ensure that learning experiences for all children are maintained. The policy also details how technology can be used effectively and safely, while allowing for the differing needs of families. The school's usual Online Safety Policy and Acceptable Use Agreements still apply at this time - this policy is an addendum due to the current unprecedented circumstances.

Maintaining regular learning during a child's absence is of great importance, in order to ensure there is no negative impact on the child's education. However, we understand that everyone's circumstances at home will be different. Some families have one child to support while others have several. Some families have one device to share while others may have more - and some things may work differently on different devices. Some parents will have plenty of time to help their children learn, while others will be working from home and may have much less time during activities. Some children will be able to work more independently than others according to the age and stage of each child. It is because of this range of variables that we are providing a flexible approach to remote learning.

At Les Landes School, we will continue to offer a range of weekly learning activities from a variety of curriculum areas so that pupils can select and work their way through as much as they are able, at a time that suits them and their families. We have provided paper packs of home learning (enough for two weeks)

Pupils may face an imposed absence as a result of the COVID-19 pandemic. This might be isolation for the individual pupil, the whole class or the whole school. The policy will outline steps that the school will take to ensure continued remote learning from home.

2. Roles and Responsibilities

2.1 Teachers: Remote Educational Provision for Individuals who are Self-Isolating or Shielding

In the event that individual pupils are required to self-isolate or shield due to COVID-19, the school will initially direct parents and pupils to Jersey's 'Learning at Home' website - <https://learningathome.gov.je/>. Pupils can access a range of activities for their particular age group from this website. This will provide class teachers with sufficient time to tailor any resources and activities for use on Seesaw.

For extended periods, class teachers will provide access to remote learning activities via Seesaw and will contain a variety of activities based around the curriculum areas of English, Maths, Science and any current cross-curricular topic. Learning activities will, as much as possible, link to our long-term curriculum plans and the learning that the child's peers in school will be completing. However, in order to ensure that demands on staff workload are manageable, a bank of pre-prepared high-quality materials may also be used.

We appreciate that some families might find it hard to complete all of the activities on the timetable. In this case, parents and pupils will be advised to focus on the core Maths and English skills. Staff will endeavour to view, and feedback on, as much of the children's work as they are able to, whilst balancing their workload inside of school. Children at home should receive online feedback at least twice a week.

2.2 Teachers: Remote Educational Provision for the Whole Class

In the event that a whole class has to isolate due to COVID-19, the school will initially direct parents and pupils to Jersey's 'Learning at Home' website - <https://learningathome.gov.je/>. Pupils can access a range of activities for their particular age group from this website. This will provide class teachers with sufficient time to tailor any resources and activities for use on Seesaw.

Class teachers will provide access to remote learning activities covering the full range of curriculum areas. Learning activities will, as much as possible, link to our long-term curriculum plans and the learning that would usually be going on in school.

Throughout the day, further posts on Seesaw will add extra detail or examples as necessary and assignments will be set for children to submit any work. Staff will approve submissions as soon as possible and give regular feedback on a child's portfolio. Other optional events and enrichment activity ideas will be spread throughout the week to help keep the children engaged and enthusiastic, as well as supporting their social interaction and physical and emotional wellbeing at this time.

2.3 Pupils: Staff can expect pupils learning remotely to:

- Be contactable during the school day - although staff need to be aware that the children will not be in front of a device all of the time throughout the day.
- To complete work by the deadline set by teachers, wherever possible
- Seek help if they need it, from teachers or teaching assistants (through the use of Seesaw)
- Alert teachers if they're not able to complete work

2.4 Parents: Staff can expect parents who have children learning remotely to:

- Make the school aware if their child is sick or cannot complete the work for another reason.
- Seek help from the school if they need it - staff should signpost parents towards resources to support them.
- Contact teachers via their school email if necessary - not through Seesaw.

2.5 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
- Reviewing work set by teachers on a weekly basis
- Monitoring email correspondence between parents and teachers where any concerns or complaints occur.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.6 Designated safeguarding lead

The DSL is responsible for:

- Maintaining contact with families currently identified as being vulnerable.
 - Collating and categorising any concerns recorded by staff.
 - Referring concerns to the Children and Families Hub when further support may be required.
 - Passing on information to the relevant professionals when required.
- (Please refer to the school's Child Protection Policy for further details)

3. Who to contact

If staff have any questions or concerns, they should contact the following individuals:

- Issues in setting work - discuss with the relevant subject leader / SENCO / SLT.
- Issues with IT - discuss with Mr Doyle who can liaise with the IT Helpdesk if necessary.
- Issues with their own workload or wellbeing - discuss with the KS Lead / SMT.
- Concerns about data protection - discuss with the Data Protection Officer (Mrs Charlesworth)
- Concerns about safeguarding - discuss with the DSL's (Mrs Charlesworth / Mrs Webster)

If parents have any questions or concerns, they should contact the following individuals:

- Issues in understanding work set - email the class teacher
- Issues with engagement of the child - email class teacher
- Issues with IT - email the class teacher who can seek support from Mr Doyle if needed.
- Issues with inappropriate online content / links - email our Online Safety Lead - Mr Doyle

All staff can be contacted via their school email addresses

4. Data protection

4.1 Accessing personal data

- School desktops, laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils. However, it is recognized that this may not always be possible. Class teachers may well be required to post planning on Seesaw from home during isolation or school closure.
- Seesaw accounts have been set up carefully so that accounts are private and the peer commenting feature has been disabled.
- Class teachers are able to access parent contact details via SIMs using a secure password. Staff should not share any details with third parties. Where possible, phone calls to families should be made from school.
- All staff have access to the My Concern database to record any concerns they have about children. This is accessed via a secure password. Staff to ensure that they log out after use. Staff will not allow access to the site to any third party.

4.2 Sharing personal data

- Staff members may need to collect and/or share personal data such as email addresses or phone numbers as part of the remote learning system. The collection of this personal data assists us in performing our function as a school and so does not require explicit permission.
- 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 & Remote Learning

With the increased use of digital technologies that come with remote learning, safeguarding implications need careful consideration.

Parents are advised to spend time speaking with their child(ren) about online safety and reminding them of the importance of reporting to an adult anything that makes them feel uncomfortable online. While we will be doing our best to ensure links shared

are appropriate, there may be tailored advertising which displays differently in your household or other changes beyond our control.

Online safety concerns should still be reported to the school's Online Safety Lead (Mr Doyle). Parents can do this through emailing admin@leslandes.sch.je

The following websites offer useful support for both parents and staff:

- Childline - for support
- UK Safer Internet Centre - to report and remove harmful online content
- CEOP - for advice on making a report about online abuse

In addition, the following sites are an excellent source of advice and information:

- Internet matters - for support for parents and carers to keep their children safe online
- Net-aware - for support for parents and carers from the NSPCC
- Parent info - for support for parents and carers to keep their children safe online
- Thinkuknow - for advice from the National Crime Agency to stay safe online
- UK Safer Internet Centre - advice for parents and carers

If parents have any safeguarding concerns that need raising, they should email or phone either of the school's Designated Safeguarding Leads, Mrs Charlesworth or Mrs Webster

Staff should continue to be vigilant at this time and follow the usual Online Safety, Safeguarding and Child Protection Policies and procedures, contacting a DSL directly by phone in the first instance.

6. Monitoring arrangements

This policy will be reviewed in April 2020 unless Government of Jersey guidelines require this sooner.

7. Links to Other Policies

Safeguarding / Child Protection Policy / Online Safety Policy / Acceptable Use Agreements / Behaviour Policy / Data Protection Policy / GDPR Policy