Ysgol Pen-y-Garth
Remote Learning policy

1. Aims

- 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.

2. Responsibilities

2.1 Teachers

Teachers must be available between 9am and 3pm. If they're unable to work for any reason during this time, for example due to sickness, they should report this to the head using the normal procedures. If they are caring for a dependent they should report this to the head.

Teachers are responsible for:

- Setting work:
    - Creating a weekly timetable of work for their year group in liaison with year group partners. Language, maths and 1 thematic task every day. PPA for teachers every Wednesday afternoon- no contact at this time -PE wellbeing task to be set
    - Set differentiated tasks for learners, where appropriate.
    - Use a variety of blended learning techniques to support and engage children e.g. videos, PowerPoint, group projects, tasks on devices/ paper, online safety tasks from thinkuknow website.

- Providing feedback on work:
    - Pupils will be expected to send any completed work to teachers in the discussed format (Google classrooms, pictures on Twitter, flipgrid, upload pictures of work)
    - Teachers to give feedback in different formats e.g direct 1:1 feedback, feedback through quiz, self assessment, e.g provide answers in maths tasks, peer assessment, classroom feedback on whole class tasks.
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- Teachers should respond to any emails within 48 hrs

- Keeping in touch with pupils and parents:
  - Emails received in the year group email from parents and pupils are to be checked between 9am and 3pm, Mon- Fri. Emails must be replied to within 48hrs. Anyone can respond to year group enquiries, it does not have to be the actual class teacher.
  - Any issues that need to be dealt with in a more professional manner needs to be discussed with SR/CB first then IE if it's appropriate.
  - Teachers to attempt to make contact with all pupils in their class every 2 weeks via telephone call in school or from a withheld number. Record all contacts with parents and add any relevant actions. Example comment 'Telephoned Mum offered support on a maths task. Spoke to child. Said that he/she's enjoying working from home –enjoyed yesterday's art task. No concerns.' If there is a safeguarding concern alert IE or MJ.
  - Contact should be polite and encouraging. Teachers must adhere to the social network policy and not give out any personal details. Any concerns should be forwarded to SR/CB/IE who may choose to contact the parents directly. Teachers should keep to a conversation that they would usually have in class.

- Virtual meetings with staff, parents and pupils:
  - Teachers are to use Microsoft Teams
  - Locations -avoid areas with background noise, nothing inappropriate in the background

2.2 Teaching assistants

Teaching assistants must be available between 9am – 3pm, Mon to Fri. During this time they are expected to check work emails and be available when called upon to attend school. 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 to IE.

Teaching assistants are responsible for:

- Supporting pupils with learning remotely when requested by the ALNCO or teacher

  - Attending virtual meetings through Teams with teachers, (and parents if there are any SEN)
  - Locations - avoid areas with background noise, nothing inappropriate in the background

2.3 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 in their department– weekly reviewing work set by teachers, monitoring online reading, monitoring email correspondence between parents and teachers
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Keeping up to date with Welsh Government and local authority guidance relating to remote learning

Alongside teaching responsibilities, members of the senior management team that have specific responsibilities /subjects are responsible for:

- Monitor the provision of their subject/responsibility
- Be available to give advice/ leadership in their field

2.4 Designated safeguarding lead

Main responsibility is to maintain contact with vulnerable pupils, collating, passing on information and responding to any concerns.

2.5 IT Team

- Creating Hwb accounts
- Be available to help and advise with any technical issues they're experiencing
- Reviewing the security of systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices

2.6 Pupils and parents

Pupils are expected to:

- Be contactable between 9am – 3pm – although they may not always be in front of a device the entire time
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if something is worrying them or if they can't

complete the work

2.7 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 systems are appropriately secure, for both data protection and safeguarding reasons

3. Hybrid Learning

Occasionally, individuals or bubbles, may need to self-isolate. Under these circumstances, remote learning (based on class learning) will be available to individuals/groups. Remote learning rules and expectations will apply.

4. Who to contact

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

- Issues in setting work – talk to the relevant subject lead/ALNCO/SLT
- Issues with behaviour – talk to the ALNCO/SLT
- Issues with IT – talk to S Williams who can contact Vale support if needed
- Issues with their own workload or wellbeing – talk to their line manager/SLT
- Concerns about data protection – Iona Edwards
- Concerns about safeguarding – Iona Edwards or Mari Jacks

All staff can be contacted via the school email addresses

5. Data protection

5.1 Accessing personal data

When accessing personal data, all staff members will:

- Teachers are able to access confidential pupil details via SIMS using a secure password when in school. Do not share any details with third parties and ensure SIMS is in logged off.
- HT has the ability to locate personal details of families when required through securely accessing SIMS. HT is not to share their access permissions with other members of staff.
- School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

5.2 Sharing personal data

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions. While this may be necessary, staff are reminded to collect and/or share as little personal data as possible.

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
- 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

6. Safeguarding

Refer to the safeguarding policy when there are any safeguarding issues and follow the appropriate steps.

7. Monitoring

This policy will be monitored as we receive more information about learning remotely from the Head.