



Remote Learning Contingency Policy



Approved by:	Full Governing Body	Date: 07.10.2020
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1. Aims

This remote learning contingency policy for staff aims to:

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

A) Child is self-isolating due to having symptoms/member of household having symptoms/member of support or childcare bubble is required to due to close contact with person who has tested positive.

Headteacher and Teachers

When the school is notified about a child self-isolating:

- 1) When a child is self-isolating **waiting for test results** for themselves or a member of their household or support bubble, the Headteacher will liaise with the child's class teacher each day regarding learning taking place in the class that day and an email with links to learning at home will be sent to the parents.
- 2) When a child is self-isolating **for a longer period of time** due to the confirmation of a positive test result for themselves, or a member of their household or support bubble, the Headteacher will liaise with the child's class teacher for remote learning to be set in the most appropriate way. This may be through daily emails with information and links to work, or through the use of Google Classroom.

In both situations, children will be encouraged to bring back to school work completed when they return and parents may submit work daily either by taking photos of completed work and emailing the office or, if set on Google Classroom, by submitting through Google Classroom. The class teacher or teaching assistant, or Headteacher, will provide feedback for any work sent to the office email or submitted on Google Classroom.

Headteacher

Keep accurate log of children self-isolating.

Liaise with teachers to ensure any work emailed to school or submitted on Google Classroom is acknowledged.

If a child is self-isolating for 10 days, make regular phone calls home.

1:1 Teaching Assistants

If child with EHCP is isolating, where appropriate and in liaison with the class teacher, 1:1 TA to set work on Google Classrooms and respond to submitted work.

Office Staff

For children eligible for Free School Meals (not Universal Free School Meals in R/1/2), liaise with School Lunch Company to arrange meals or food parcels and deliver to family home.

Keep the daily register updated to accurately reflect children self-isolating.

B) Whole class is self-isolating following advice from Public Health Team, due to confirmation of a positive case in school.

	Year 1 - 6	Reception
Available for work	Teachers are expected to be available for work from 8.30am and 3.30pm on the days they are employed to work, with a 1-hour break for lunch. If teachers 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 absence procedure by contacting the Headteacher. In this case, the Headteacher will decide who is best placed to ensure below procedures are in place.	
Timings	Teachers will ensure learning for each day will be available for children by 9.00am on Google Classroom.	
Daily work set by teachers	Spelling/Phonics, Reading, English, Maths, 2 x topic or 1 wider curriculum (to follow the same sequence that would take place in school) on Google Classrooms.	Learning objectives relating to the Early Years Curriculum (to follow the same sequence that would take place in school).
Video for learning for each day	Teachers will create and upload a short video on Google Classrooms to introduce and explain the learning for each subject for that day.	
Responding to submitted work	Teachers will comment regularly, ideally daily, on a submitted piece of work for English and Maths per child. Topic will be responded to at least once per week. Headteacher will inform parents that work must be submitted by 1pm to enable teachers to respond by 3.30pm. Responses to comment to acknowledge work has been completed 'Well done... Great work...'. Acknowledge moving on point where needed 'Remember full stops, check your calculations carefully, try to add more detail to your answers...'	
PPA for teachers	Teachers to have normal PPA time on usual afternoon. Headteacher will inform parents teachers not available for contact/responding to work during this time so teachers have time to plan.	
Work expectations	Headteacher will inform parents children are expected to submit a piece of work per day. If they miss a day, they will receive an email from the class teacher. If there is no work after 2 further days, teacher to inform Headteacher to arrange a call to families.	

Contact between teachers and parents	Teacher email addresses to be used for contact, if needed. Headteacher will inform parents of email address to use and confirmation that teachers will respond within their working hours. Any complaints or concerns shared by parents or pupils or safeguarding concerns should be reported to the Designated Safeguarding Lead or one of the Deputy Designated Safeguarding Lead
Free School Meals	For children eligible for Free School Meals (not Universal Free School Meals in R/1/2), the School Business Manager will liaise with School Lunch Company to arrange meals or food parcels and deliver to family home.
Vulnerable pupils	Link member of staff to maintain regular contact with parents. Decided by Headteacher at start of isolation period.
SEN	SENCo will liaise with teachers to ensure pupils with EHCPs continue to have needs met while learning remotely. SENCo will support teachers to provide appropriate learning for children with SEN who may find accessing work set for whole class challenging. Where appropriate, 1:1 TA to set work on Google Classrooms and respond to submitted work.
Access to IT	Parents will be encouraged to inform school via the office if they do not have access to IT equipment at home. Headteacher will liaise with Dean Court Community Centre to borrow laptops or contact ODST for support from DfE for disadvantaged children (no digital devices in household, only device is a smartphone, single device in household being shared with more than one other family member, no fixed broadband connection at home). When needed, Headteacher will organise delivery of additional paper based resources to use at home.
Teaching Assistants	Teaching assistants must be available during their normal working 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 absence procedure by contacting the Headteacher. During working hours, teaching assistant must complete tasks as directed by Headteacher /Deputy Headteacher /SENCo, as appropriate.
Virtual Meetings	If virtual meetings between school and staff working at home need to take place, staff at home will ensure they present themselves as they would at school and aim to use an area with limited background noise and no identifying features of themselves or family members in the background.
Subject Leads	As part of their curriculum coordinator role, subject leads will be provided with time out of the class to monitor work being set for the subject they lead on to ensure work set is appropriate, consistent and allowing for good progression in learning and skills development. They will alert teachers to resources they can use to teach the subject remotely.
Senior Leaders	The Headteacher will co-ordinate the remote learning approach across the school and monitor the effectiveness through regular communication with teachers and subject leads. The Headteacher will monitor the security of remote learning systems, including data protection and safeguarding considerations.
Designated Safeguarding Lead	This is the Headteacher, with the Deputy Headteacher and School Business Manager as Deputy DSLs. They will monitor any concerns raised and respond in the usual manner, ensuring concerns are followed up immediately and, when appropriate, referrals are made to outside agencies.
IT Support	School staff will access support from Koala IT for issues with remote learning systems used to set and collect work, any concerns regarding the remote learning systems and assisting pupils and parents with accessing remote learning.
Pupils and Parents	Pupils will be expected to be working during the school day, with consideration this may be at different times dependant on ability of child to work independently and

	commitments parents will have. Pupils will be expected to complete and submit work set.
Parents	Parents will be expected to support their child to access and submit work set. If support is needed from school, parents will be expected to contact the school office. If a child is ill or unable to complete work, parents should inform the school office in the same way as they would if a child was ill and unable to attend school using the Parentmail absence facility. Parents will be expected to be respectful when making any complaints or alerting staff to any concerns.
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.

3. Data protection

3.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will use only the school's secure system (Integris), using the laptop or Ipad provided by school.

3.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

3.3 Keeping devices secure

All staff will follow the guidance in the staff Acceptable Use Agreement to keep IT devices secure. This includes, keeping the device password-protected, 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 and installing latest updates.

3.4 Data protection breaches

Any data protection breaches will be reported to the Data Protection Officer:

ODST Data Protection Officer
Mike Bingham
The Oxford Diocesan Schools Trust
Church House Oxford
Langford Locks
Kidlington
Oxford OX5 1GF
Email: dpo.odst@oxford.anglican.org
Telephone: 01865 208 200

4. Safeguarding

All staff will continue to follow the Child Protection and Safeguarding Policy and use CPOMs to report concerns. The Child Protection and Safeguarding Policy can be accessed on the school website and all staff have read the Policy and signed to confirm they have read, understood and will follow all expectations.


5. Monitoring arrangements

This policy will be reviewed at six-month intervals by Headteacher and Deputy Headteacher. At every review, it will be approved by the Full Governing Body.

6. Links with other policies

This policy is linked to our:

- Behaviour Policy
- Child Protection and Safeguarding Policy
- Data Protection Policy and Privacy Notices
- Home-School Agreement
- Acceptable Use Agreement
- Online Safety Policy

Signed: ...  Headteacher

Date:31st March 2021.....

Signed:  Chair of Governors

Date:31st March 2021.....

Policy Review Date: September 2021