



Andy Snipp, BA Hons  
Headteacher

# St Peter's Church of England Middle School

## Remote/Home learning document

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## 1. Aims

This document for staff aims to:

- › Ensure consistency in the approach to remote learning for students who aren't in school
- › Set out expectations for all members of the school community with regards to remote learning
- › Provide appropriate guidelines for data protection
- › Uphold the school's vision:

You yourselves like living stones are being built up– Aspire, Believe, Grow, Achieve

(Quote taken from: 1 Peter, 2:5) You yourselves like living stones are being built up- valued by God- and a unique member of our school community. You will continue to build firm foundations for life in all its fullness– spiritually, academically, socially and emotionally, as this is at the heart of everything we do. We want you to become a wise, compassionate and responsible citizen in today's multi-faith modern Britain.

- › Reflect the school's values and ethos:

At our core are the values of: Wisdom, Integrity, Trust, Compassion and Fellowship. Through God and these values, we will live out our Motto:

To **Aspire** to be the very best we can, to **Believe** in our own abilities and those of the people around us, to **Grow** and develop continually and to **Achieve** the very best we can.

## 2. Roles and responsibilities

### 2.1 Teachers

#### **In the event of local restrictions requiring students and teachers to remain at home:**

When providing remote learning, teachers must be available between 9am and 3pm for each day of the week they are employed to work.

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 using the normal absence procedure.

Between 9am and 12pm, teachers will be available to answer questions using MS Teams Chat

Between 12pm and 3pm, teachers should be completing PPA.

#### **In the event of an individual or group requiring remote learning and teachers are in school:**

Between 8.30am and 3pm, teachers will not be available to answer questions using MS Teams Chat or email.

Between 3pm and 4pm teachers will be available to answer questions and set work to be completed by the student/s the following day.

When providing remote learning, teachers are responsible for:

##### › Setting work –

- Creating a timetable of work for all their timetabled classes in liaison with Key Stage Raising Standards Leaders. At KS2, this must include subjects from across the curriculum.
- Work must be planned and differentiated to include enough challenge that a single assignment of work should last approx. 1 hour unless otherwise stated.
- Teacher should not plan for long term project work nor rely upon internet based-research projects.
- As much as possible, personalised video or recorded audio should be used by the teacher to deliver content.
- Where appropriate, staff may set work using additional online platforms such as: Mathletics, Times Table Rockstars, Accelerated Reader and OAK National Academy. This work should still be accompanied by a clear set of instructions and expectations for completion and submission of work.
- Working on their own or as a year group team to ensure the above work is planned and ready.
- All work for the day must be available by 9am during a local restriction or 4pm for a group/individual.
- Work should be uploaded to the appropriate Channel, in the appropriate Team within MS Teams.

##### › Providing feedback on work –

- Students can send any completed work to teachers via Teams
- Teachers can feedback if required via Teams
- Teachers should respond to queries via the Chat function before 12pm each day.
- Teachers should respond to any emails/contacts from parents within 48hrs
- Teachers are to request any children's work of merit to be commented on by the Headteacher/ Deputy Headteacher

##### › Keeping in touch with students who aren't in school and their parents –

- Emails received from parents are to be checked after 3pm, Mon- Fri. Emails must be replied to within 48hrs. Replies will only be sent after 3pm.

- Any issues that are received are to be dealt with professionally by the class teacher and the Headteacher/Deputy Headteacher should be CC'd in the communication. If necessary teachers to contact a member of SLT for advice (see emailing tips and strategies in the appendix)
  - Teachers are to attempt to make contact with all students in their class every week via Teams chat. If unsuccessful then this information must be shared with SLT and Christine Hardy. If there is a safeguarding concern alert the safeguarding team.
  - Contact should be polite and encouraging. Teachers must adhere to the communications process and staff code of conduct. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly.
  - Any concerns regarding work not being completed should be forwarded to the Raising Standards Leader
- Attending virtual meetings with staff, parents and students –
- No member of staff should attend a virtual meeting with a student, without the presence of another adult and informing the SLT prior to the meeting.
  - During any virtual meeting with parents/students, dress should be smart, work wear.
  - Locations should be carefully considered in order to avoid areas with background noise, nothing inappropriate in the background.

## 2.2 Teaching assistants

When assisting with remote learning during a time of local restriction, teaching assistants must be available between 9am and 12pm.

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 using the normal absence procedure. When assisting with remote learning, teaching assistants are responsible for:

- Supporting students who aren't in school with learning remotely –
  - As directed by the SENDCo
- Attending virtual meetings with teachers, parents and students – cover details like:
  - No member of staff should attend a virtual meeting with a student, without the presence of another adult.
  - During any virtual meeting with parents/students, dress should be smart, work wear.
  - Locations should be carefully considered in order to avoid areas with background noise, nothing inappropriate in the background.

## 2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Monitoring the remote work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

## 2.4 Raising Standards Leaders

Alongside any teaching responsibilities, leaders are responsible for:

- › Co-ordinating the remote learning approach across the key stage.
- › Monitoring the effectiveness of remote learning – such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from students and parents
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## 2.5 Students and parents

Staff can expect students 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 or teaching assistants
- › Alert teachers if they're not able to complete work

Staff can expect parents 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 – if you know of any resources staff should point parents towards if they're struggling, include those here
- › Be respectful when making any complaints or concerns known to staff

## 2.6 Local Governing board

The governing board 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 the relevant subject lead or Raising Standards Leader
- › Issues with behaviour – talk to Andy Snipp, Headteacher or Christine Hardy
- › Issues with IT – talk to Ravi Matharu or Lee Carter, Turn IT On
- › Issues with their own workload or wellbeing – talk to their line manager
- › Concerns about data protection – talk to Andy Snipp or Ravi Matharu
- › Concerns about safeguarding – talk to the DSL

## 4. Data protection

### 4.1 Accessing personal data

When accessing personal data for remote learning purposes:

- All staff will have access to a spreadsheet to record any parent contact or concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow access to any third party.
- Teachers are able to access parent contact details via SIMs. Do not share any details with third parties and ensure SIMs is logged off.
- School laptops are the school's preferred devices to be used when accessing any personal information on students.

## 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses/telephone 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.

## 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
- Keeping operating systems up to date – always install the latest updates

## 5. Safeguarding

Please see the following for updates concerning safeguarding in relation to home learning. COVID-19 amendments to the Child Protection Policy this also details reference to remote learning curriculum and risks online. This policy is available on our website.

## 6. Monitoring arrangements

This document will be reviewed as and when updates to home learning are provided by the government. At every review, it will be approved by Mr Andy Snipp (Headteacher).