St. Wilfrid's Church of England Primary Academy

Remote Learning Policy

April 2020

Our Christian Values

As a Voluntary Aided Church of England Primary Academy, we have eight Christian Values, underpinned by love at the heart of everything we do.

Our Christian Values are:

<div align="center">

Fair, Kind, Joy, Courage, Forgive, Hope, Peace and Trust
Love

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Aims

At St Wilfrid's C of E Primary Academy we aim 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

Roles and responsibilities

Teachers

Teachers must be available between 9am and 3:15pm. 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 procedures by contacting Mr. Colothan or their phase leader. If it affects the completion of any work required ensure that arrangements have been made with year group teachers or SLT to ensure work is completed if possible.

Teachers are responsible for:
Setting work:
- Creating a weekly timetable of work for their year group in liaison with year group teachers. This must include subjects from across the curriculum. A daily email will be sent to the children containing the daily timetable of work using Purplemash.
- Using Purplemash, all teachers will upload work into the class work folder. Work may consist of worksheets, powerpoints and 2Dos.
- Daily emails will be also emailed to the Deputy Headteacher who will monitor the work being set for the children. This will ensure children have daily contact with their class teacher and appropriate work is being set.
- Working as a year group team to ensure the above work is planned and ready.
- Picture News will be used weekly which will allow the children to have access to current affairs, discover their interests and bring the world closer to their everyday lives.
- The school website will have a range of resources relating to Covid-19 that will be available for parents to use with their children.

Providing feedback on work:
- Pupils can send any completed work to teachers via emails on Purplemash or children can complete work in their exercise books and answers will be made available for children/parents to check work.
- Teachers can email back feedback if required.

- Teachers should respond to any emails from parents/children within working hours as previously specified.
- Teachers can send work they are proud of to Phase Leaders who will then email the class/child to congratulate them on their work.

Keeping in touch with pupils and parents:
- Any issues that are received are to be dealt with professionally by the class teacher during working hours. If necessary and appropriate teachers should contact Senior Leaders for advice.
- Teachers should check regularly that children are accessing Purplemash through the 'Admin' section. If a teacher has a concern that children are not accessing work, the teacher can make contact with the parent through the school spider email. All contact should be polite and encouraging. Teachers must not give out personal details. Any further concerns must be forwarded to a member of SLT who may choose to contact the parent directly. There is no expectation from school that work must be completed at this time. We believe our parents will be doing their best.

Attending virtual meetings with staff, parents and pupils:
- At present we have not established virtual meetings
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

Teaching assistants
Teaching assistants must be available between 9am – 3:15pm, Monday to Friday if full time. For teaching assistants, that work part time, they must be available for their contracted hours. During this time they are expected to check work emails through Purple Mash and be available when called upon to attend school. Whilst teaching assistants are working from home they need to carry a range of professional development opportunities identified by the Headteacher and Deputy Headteacher. Any professional development completed must be sent to the Deputy headteacher so a record can be kept in the professional development records. If teaching assistants 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.

Teaching assistants who normally support pupils on a 1:1 basis are responsible for:
- Supporting pupils with learning remotely
- When requested by the SENDCO to attend virtual meetings with teachers, parents and pupils
- At present we have not established virtual meetings.
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

Subject leaders
Alongside their teaching responsibilities, as outlined above, subject leaders are responsible for:
- Monitoring the work set by teachers in their subject.
- Review your current subject in the light of home learning during the summer term.
- Evaluate what changes will need to be made in September ready for creating a subject action plan.

Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- SLT Monitoring the effectiveness of remote learning – reviewing work set by teachers on Purplemash weekly, monitoring MyMaths/TT Rockstars and any other online learning
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Designated safeguarding lead

The DSL is responsible for:

Maintaining contact, collating, passing on information and responding to any concerns. See the COVID-19 :safeguarding in schools, colleges and other providers (March 2020) .

IT staff

IT staff are responsible for:

- Creating emails
- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're experiencing
- Reviewing the security of systems and flagging any data protection breaches

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

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/SENDCO/SLT
- Issues with behaviour – talk to SLT
- Issues with IT – talk to Mr Jones who can contact Virtue if needed
- Issues with their own workload or wellbeing – talk to SLT
- Concerns about data protection – talk to the Headteacher
- Concerns about safeguarding – talk to the DSL. All relevant staff can be contacted using school emails and contact telephone numbers.

A Achieve
B Believe
C Care
at St Wilfrid's we can