



THE  
WESTCLIFFE  
FEDERATION

# Weston Lullingfields CE Primary School Remote and Blended Learning Policy

**Approved by:** Governing Body

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**Reviewed:** February 2023

**Next review due by:** Feb 2025



Blended Learning is an environment in which students learn in a 'BLENDED' model of face to face instruction with their teacher and are also provided with a platform to continue learning remotely and independently (Seesaw).

Westcliffe Federation will provide this model if/when a local or national lockdown happens.

If we ever have to face another lockdown we are in an excellent position to provide the very best blended and remote learning.

We may have some students who move in and out of isolation depending on symptoms in their households, and some who may need an adapted timetable. We will undoubtedly continue to have students who have limited access to online learning too, so we need to ensure that whatever learning we are providing will have the maximum impact for them.

We may also have staff who could move in and out of isolation too. We need to have contingency plans in place to cover this also. If teaching staff are isolating with no symptoms then they should still be providing the planning and upload work to Seesaw.

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### 1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils 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

### 2. Roles and responsibilities

## 2.1 Teachers

When providing remote learning, teachers must be available between 8.30am and 4.30pm (which includes directed time).

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 providing remote learning, teachers are responsible for:

### Setting work

- Think carefully about the amount of work required for the pupils
- Work needs to be set on Seesaw using the timing function on the platform
- Work will be uploaded to Seesaw
- Co-ordinate with other teachers, including those teaching in school, to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work

### Providing feedback on work

- Completed work from pupils to be uploaded to Seesaw
- Regular feedback to pupils – daily if possible (depending on whether staff are on a rota for key worker provision)

### Keeping in touch with pupils and their parents

- Pastoral/Welfare checks will take place by the SLT and pastoral team
- Emails to be checked and responses to parent emails daily
- Complaints and concerns to be shared with the SLT immediately
- Safeguarding concerns – follow Safeguarding policy and feedback to staff using CPOMS

### Attending virtual meetings with staff, parents and pupils

- Ensure smart dress code for online meetings
- Location needs to be carefully thought out (e.g. avoid areas with background noise, nothing inappropriate in the background) – if teachers should be teaching at the time of a meeting – other staff from within the same bubble to cover, using work set by the teacher

## 2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

Insert details, such as:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning

- Working with teachers to adapt any work within their subject area
- Alerting teachers to resources they can use to teach their subject remotely

## **2.4 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 – discussion with teachers/monitoring of planning
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## **2.5 Designated safeguarding lead**

The DSL is responsible for all aspects of Child Protection and Safeguarding and will follow the LA policy and amend in light of Government updates.

## **2.6 IT staff – Woodlands Outreach/Marches Trust**

IT staff are responsible for:

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

## **2.7 Pupils and parents**

Staff can expect pupils 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
  - Be respectful when making any complaints or concerns known to staff

## 2.8 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, through discussion with the Federation SLT
- 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:

Here are some suggested issues and the most likely points of contact, but adapt and add to this as needed:

- Issues in setting work – talk to the relevant subject lead or SENCO
- Issues with behaviour – talk to the relevant member of the SLT
- Issues with IT – talk to IT staff
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer – Judicium Education via the Executive Head Teacher – Nicola Bond – [exehead@westcliffe.shropshire.sch.uk](mailto:exehead@westcliffe.shropshire.sch.uk)
- Concerns about safeguarding – talk to the DSL at their school

## 4. Data protection

### 4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

- Access the data, such as on a secure cloud service or a server in your IT network
- Staff to use a school laptop not a personal one

### 4.2 Processing personal data

Staff members may need to collect and/or share personal data such 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:

- 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 (windows + L to lock)
- Not sharing the device among family or friends
- Installing antivirus and anti-spyware software – speak to the Federation School Business Manager
- Keeping operating systems up to date – always install the latest updates

## **5. Safeguarding**

Follow the LA Safeguarding policy at all times including addendums and updated guidance from the Government. (KCSIE 2022)

## **6. Monitoring arrangements**

This policy will be reviewed annually

## **7. Links with other policies**

This policy is linked to our:

- Behaviour policy
- Safeguarding and Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy