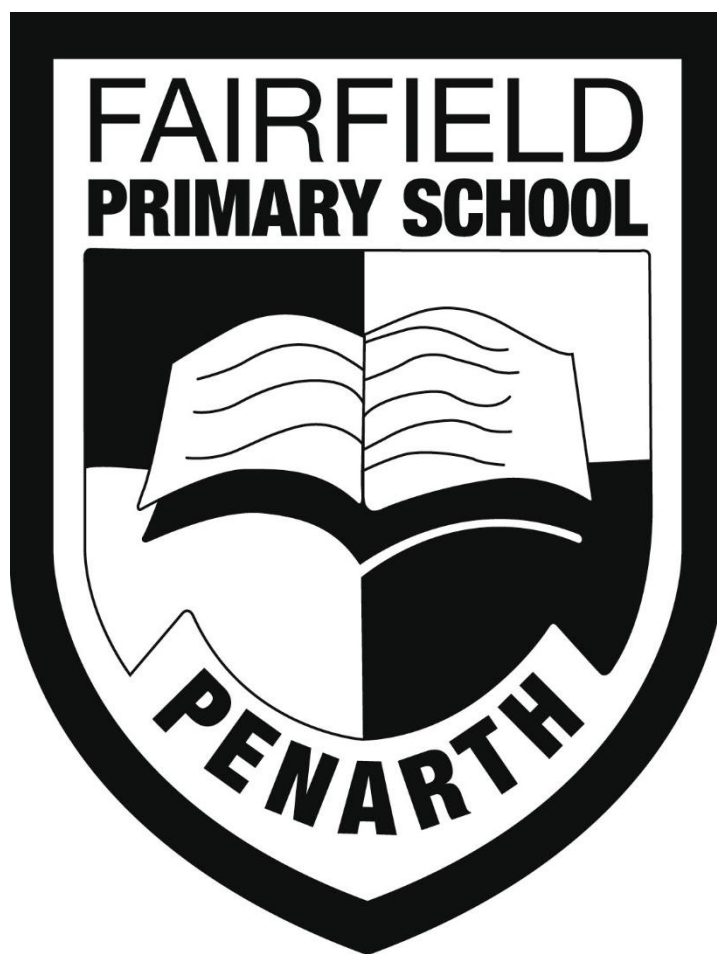


Policy for Distance Learning Blended Learning



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1. Aims

This distance learning policy for staff aims to:

- Ensure consistency in the school's approach to distance learning
- Set out expectations for all members of the school community with regards to distance 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. Roles and responsibilities

2.1 Teachers

Teachers must be available between 9am and 3pm. 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 procedures between 9am and 3pm to the DHT. If it affects the completion of any work required ensure that arrangements have been made with year group partners or SLT to ensure work is completed.

Teachers are responsible for:

- Setting work:
 - Creating a weekly timetable of work for their year group in liaison with phase groups. This must include subjects from across the curriculum.
 - 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.
 - Working as a year group team to ensure the above work is planned and ready.
 - Online safety curriculum to be followed at [thinkuknow website](#). The page has been created to support parents during COVID-19 and the closure of schools. Activities can be completed at home to support children's online safety at a time when they will be spending more time online.
 - Providing feedback on work:
 - Pupils will be expected to send any completed work to teachers either completed online or uploaded to Google classroom .
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- Teachers will provide feedback using a variety of effective assessment techniques
- Teachers should respond to any emails/ messages from parents/children within 48 hrs, adhering to teachers stated work hours

➤ 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. Only send replies between these times. The classteacher should respond to year group enquiries from their own pupils, however in certain instances it may not have to be the actual class teacher.
- Any issues that are received are to be dealt with professionally by the class teacher. If necessary, the Headteacher should be BCC'd in the communication. If necessary teachers to contact the phase leader or member of SLT for advice.
- Teachers are to attempt to make contact with all pupils in their class every 2 weeks via online registration or if necessary, 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 during home learning and I spoke with child who is getting on well. No concerns.' If there is a safeguarding concern alert the safeguarding team.
- 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 a member of SLT who may choose to contact the parents directly. Teachers should not engage in unnecessary chat with pupils

➤ Attending virtual meetings with staff, parents:

- Teachers are to use Microsoft Teams / Google Meet when attending meetings. Any virtual meetings with parents must include a minimum of 2 staff.
- Locations (e.g. 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 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 are responsible for:

➤ Supporting pupils with learning distancely:

- When requested by the classteacher or ALNCO

➤ Attending virtual meetings with teachers, parents:

- Teaching Assistants are to use Microsoft Teams or Google Meet when attending meetings. Any virtual meetings with parents must include a minimum of 2 staff.
- Locations (e.g. 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 distance learning approach across the school . SLT
- Monitoring the effectiveness of distance learning . weekly reviewing work set by teachers, monitoring online reading, monitoring email correspondence between parents and teachers
- Monitoring the security of distance learning systems, including data protection and safeguarding considerations
- Keeping up to date with Welsh Government / local authority guidance

2.4 Designated safeguarding lead

The DSL is responsible for:

Maintaining contact, collating, passing on information and responding to any concerns.

2.5 IT / Admin Team

IT team are responsible for:

- Creating Hwb accounts
- 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 to the data protection officer
- Assisting pupils and parents with accessing the internet or devices

2.6 Pupils and parents

Staff can expect pupils to:

- Be contactable during the hours of the school day 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 they're not able to complete work

Staff can expect parents to:

- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

2.7 Governing body

The governing body is responsible for:

- Monitoring the school's approach to providing distance 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. Blended Learning

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

Blended Learning incorporates an element of online learning alongside face to face learning.

Online learning must support work taking place within the classroom.

- Homework is set in google classroom every Friday.
- Where individuals are self-isolating, 2 literacy and 2 numeracy tasks will be set in google classroom on Monday each week. This will incorporate set tasks / activities.
- Where groups are self-isolating, 3 literacy and 3 numeracy tasks will be set in google classroom on Monday each week. This will incorporate set tasks / activities.
- Where a whole class is self-isolating, 1 literacy and 1 numeracy task will be set in google classroom each day. This will incorporate set tasks / activities and video lessons where appropriate.

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 IT lead who can contact Vale support if needed
- Issues with their own workload or wellbeing . talk to their line manager/SLT
- Concerns about data protection . talk to the data protection officer
- Concerns about safeguarding . talk to the DSP

All staff can be contacted via the Hwb email addresses

5. Data protection

5.1 Accessing personal data

When accessing personal data, all staff members will:

- Teachers are able to access parent contact details via SIMS through Admin office. Do not share any details with third parties.
- HT / Admin 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 distance 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 online.

5.3 Keeping devices secure

Talk to your data protection officer for more help, and your IT staff if you want to include details on how to put these measures in place.

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
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date . always install the latest updates

6. Safeguarding

Safeguarding policy must be followed at all times.

School policy authorises videoed live-streaming to ensure safeguarding procedures followed.

Limits to staff numbers prevents live-streaming, as 2 staff required.

Lessons to be videoed using Google Meet.

Policy to include user agreement (appendix 2 - live-streaming, video-conferencing: safeguarding principles and practice)

Main considerations for live-streaming videos.

- Length of lesson - suitable timing, short with clear instructions / teaching points
- Professional, responsible disposition and dress
- Neutral location, with appropriate background and no interruptions
- Review any additional online resources beforehand
- Ensure audio is suitable
- Familiarise yourself with features of videoing tool (refer to Appendix 1, live-streaming, video-conferencing: safeguarding principles and practice)

7. Monitoring arrangements

This policy will be reviewed as and when updates to distance / blended learning are provided by the government. At every review, it will be approved by SLT, staff, Gvs.

8. Links with other policies

This policy is linked to our:

- Safeguarding policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy
- Social Network Policy