



St Thomas's
CE Primary School

Home Learning Policy

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**The Sycamore
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Trust**

Grow together, Learn forever

In the event of a class or whole school closure, it is vitally important that we maintain the education for our children.

Aims

- 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

Roles and Responsibilities

Mr M Van Hecke - Headteacher

Class Teachers – Responsible for the setting of daily tasks

Mrs C Houghton – SENCO and differentiation

Support Staff – Contact with families and supporting learning

Teachers

When providing remote learning, teachers must be available between 8:45 – 15:15

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. Contingency plans will then be deployed for the remote learning of the class.

When providing remote learning, teachers are responsible for:

Setting work for their own class:

- Each class should receive an English, Maths and wider curriculum task.
- Tasks should be uploaded to Parent Hub by 9am each day.
- Please report children needing assistance with remote access to the Deputy Head who will source devices as needed.

Whole Class/School Closure

All learning to be set using only Parent Hub. Lessons longer than the permitted time should be recorded via Zoom and uploaded on to Parent Hub

English

Reading - Children to take home reading books or access reading texts set on Parent Hub by the teacher.

Literacy - Teachers to prerecord Zoom lessons and continue Literacy Tree tasks. Set work to explore comprehension, spelling, punctuation and grammar

Writing – Link with topic tasks/Reading texts

Phonics and Spelling – Follow Unlocking Letters and Sounds

Maths

Teachers to prerecord Zoom lessons, children complete Maths No problem. Number activity tasks to be set via TTRS

Wider Curriculum

Follow St Thomas's curriculum map. Prerecord Zoom lessons for Science and either History or Geography where required. Other curriculum subjects should be continued to be followed.

Individual Cases

Set an English, Maths and curriculum task on a daily basis, ensure this is matched to your class teaching. Use Parent Hub to communicate resources with children and parents.

Providing Feedback

Pupils should receive feedback on each work submitted.

Keeping in touch with pupils who aren't in school:

- Children who are isolating should be provided with one English, Maths and wider curriculum task on a daily basis, this should be closely linked with what you are doing in class.
- Feedback to be provided to the child at a time convenient to the class teacher over phone call home to parents. Where children are not completing tasks, weekly contact via Parent Hub or phone call.

Attending virtual meetings with staff, parents and pupils:

- Professional dress code
- Aim to attend meetings in a quiet area to ensure confidentiality

Teaching Assistants

When not on the rota, teaching assistants must be available between 8:45 - 3:15pm to assist with remote learning.

When assisting with remote learning, teaching assistants are responsible for:

- 1:1 support for individual children
- Approving work
- Contacting parents whose children have an EHCP
- Phone calls to parents/children

Attending virtual meetings with teachers, parents and pupils

- Professional dress code
- Aim to attend meetings in a quiet area to ensure confidentiality

Professional development – access online learning for Year Group supporting/curricular interests e.g. BEST website and Manchester Diocese

Subject Leads

Mrs Thomas – Maths lead

- To provide support with Maths remote learning and to ensure all class teachers have access to Maths resources.

Mrs E Butler & Mrs G Hughes – Phonics Lead

- To provide support with phonics remote learning and to ensure all class teachers have access to Phonics resources.

Mrs C Haughton – SENCO

- To provide support with remote learning and to ensure all class teachers have access to differentiated resources.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

Key Stage Leaders - Co-ordinating the remote learning approach across the Key Stage.

Mr M Van Hecke & Mrs C Haughton - Monitoring the effectiveness of remote learning – regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents.

Mr Grover (Computing Lead) & Mr Van Hecke - Monitoring the security of remote learning systems, including data protection.

Designated Safeguarding Lead

The DSLs are responsible for:

- Monitoring vulnerable children and their levels of engagement with home learning
- Responding to any concerns or reports from teaching staff
- Virtual/doorstep visits to vulnerable children

IT Staff

IT staff are responsible for:

- 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 remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices

Pupils and Parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day
 - 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

Local Governing Body (LGB)

The LGB is responsible for (and reportable to the trustees):

- 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

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 SENCO
- Issues with behaviour – talk to Deputy Headteacher; Key Stage Lead,
- Issues with IT – talk to Mrs Cliffe/Mr Grover
- Issues with their own workload or wellbeing – talk to Headteacher
- Concerns about data protection – talk to the data protection officer (Mrs Cliffe)
- Concerns about safeguarding – talk to the DSL, Mrs Haughton, or Deputy DSL, Mrs Begum

Staff meetings every Wednesday 3.30-4.30

All staff virtual briefings weekly on Friday 8.30-8.40

WhatsApp "Important Messages" for all staff messaging contact

Data Protection

Accessing Personal Data

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

- Use the Teacher Shared Drive
- Use their provided laptop
- Use their teacher email account
- Use of personal devices is not permitted

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.

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

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

Safeguarding

Please refer to the Safeguarding policies.

Monitoring Arrangements

This policy will be reviewed each year.

Links with Other Policies

This policy is linked to our:

- Behaviour Policy
- Safeguarding Policy
- Data Protection Policy and Privacy Notices
- ICT and Internet Acceptable Use Policy
- Staff Policy on Home Learning
- Online Safety Policies