HOLY TRINITY CE PRIMARY SCHOOL
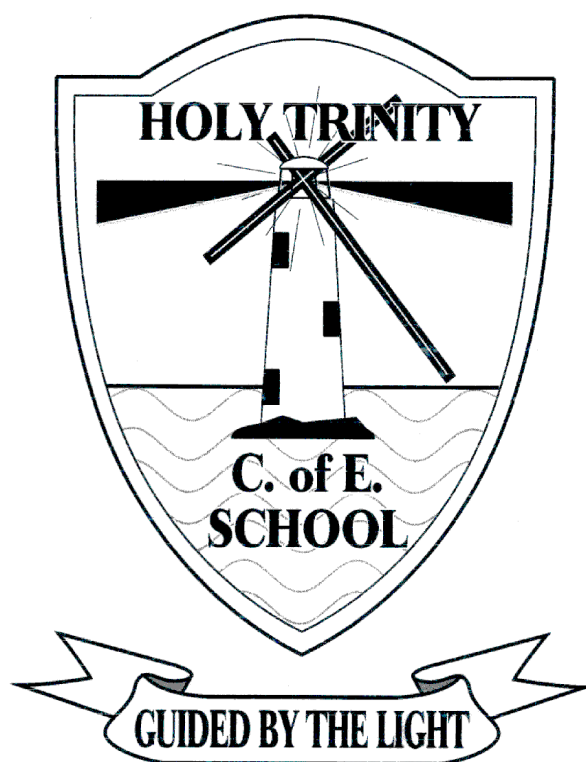
ONLINE LEARNING POLICY
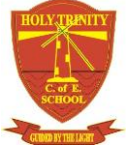

Learning and caring together,
building a firm foundation for the future

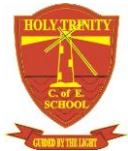| Last reviewed on:	January 2021
Next review due by:	March 2021

Respect   Honesty   Love

Contents

1. Aims

This online learning policy for staff aims to:

- Ensure consistency in the approach to online learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to online learning
- Provide appropriate guidelines for data protection

2. Roles and Responsibilities

2.1 Teachers

When providing online learning, teachers must be available between normal school day working hours.

If unable to work for any reason during this time, for example due to sickness or caring for a dependent, teachers should report this using the normal absence procedure.

When providing online learning, teachers are responsible for:

2.2 Planning and Teaching

a. **Class timetable** outlining sessions for the day and week to be uploaded into Google Classroom.

b. **Uploading work for all curriculum subjects** e.g. English, EPTAS, SPAG, Mathematics, R.E., Topic, Art, etc. onto your Google Classroom page.

c. All classwork for the week must be upload by 4:00 p.m. Thursday of the preceding week.

d. In the event of a full school closure, key worker pupils will follow the online programme, but access the learning at school.

e. Three live sessions must be conducted per day; one English, one Mathematics and one foundation subject.

f. Teach a planned and well-sequenced curriculum.

g. Provide frequent, clear explanations of new content.

h. Gauge how well pupils are progressing through the curriculum.

i. Adjust the pace or difficulty of what's being taught in response to questions or assessments

j. Plan a programme that's of equivalent length to the core teaching pupils would receive in school

2.3 Providing Feedback on Work

a. **Assessment of pupils'** work will be assessed via Google classrooms and be marked using the tools available.

b. **Feedback** will be made via the Google classroom tools.

c. **Daily live review** will be included at the start and end of each school day.

d. **Reviews** will be reflected in daily and weekly class timetables.

2.4 Keeping in Touch with Pupils who aren't in School and their Parents

a. Families will continue to use the Year group learning e-mails.

b. Class Teacher will respond to emails within 24 hours.

c. Family Support Worker will make weekly contact with vulnerable families. Some pupils may be contacted daily.

d.   Associate Teachers will make contact with assigned pupils, and those not completing set tasks.

2.5 Delivering Online Learning

a.   **Dress code -** dress as you would for face to face teaching.

b.   **Locations** – choose quiet locations and avoid distracting backgrounds.

c.   **Present yourself professionally**; in speech, practise and conduct.

2.6 Associate Teachers

a.   All Associate Teachers must be available for work during regular working hours.

b.   If an Associate Teacher is unable to work for any reason during this time, e.g. due to sickness or caring for a dependent, this must be reported using normal absence procedures.

c.   Associate Teachers will support pupils accessing online learning in and out of school.

d.   A rota will be in place for in school support duties.

e.   All virtual staff meetings must be attended.

f.   During online learning support, dress as you would for face to face teaching and choose a location free of noise and clutter.

2.3 Subject Leads

Alongside teaching responsibilities, Subject Leads must continue to:

a.   Examine and consider whether any aspects of the subject curriculum are in need of change to accommodate online learning.

b.   Work with teachers to ensure all work set is appropriate and of a consistently high standard.

c.   Monitor online work set by teachers in their subject and provide appropriate support.

2.4 Senior Leaders

Alongside any teaching responsibilities, Senior Leaders will:

a.   Co-ordinate the whole school online learning approach.

b.   Monitor the effectiveness of online learning, through regular meetings with teachers and subject leaders, reviewing work set and gathering feedback from pupils and parents.

c.   Monitor safeguarding and data protection considerations.

2.5 Designated Safeguarding Lead (DSL)

Please follow link for DSLs contact information
http://holytrinity.ng3.devwebsite.co.uk/attachments/download.asp?file=2822&type=pdf

2.6 IT Support

a.   Contact support@bodeit.uk for all IT related concerns.

b.   Seek help from the school if they need it using the learning emails

c.   Be respectful when making any complaints or concerns known to staff

Respect   Honesty   Love
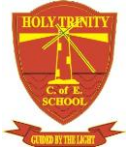
2.7 Governing Board

The governing board is responsible for:

a. Monitoring the school's approach to providing online learning to ensure education remains as high quality as possible

b. Ensuring that staff are certain that online learning systems are appropriately secure, for both data protection and safeguarding reasons

3. Data Protection

3.1 Accessing personal data

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

a. Ensure only essential information is shared.

b. Keep all information private.

3.2 Processing Personal Data

Staff members may need to collect and/or share personal data such as telephone numbers and email addresses as part of the online 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.

3.3 Keeping Devices Secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

a. 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).

b. Making sure the device locks if left inactive for a period of time.

c. Not sharing the device among family or friends.

4. Safeguarding

Our Safeguarding Policy makes reference to online safety and the contact details of the Designated Safeguarding Leads. Please follow the link for further information http://holytrinity.ng3.devwebsite.co.uk/attachments/download.asp?file=2822&type=pdf

5. Monitoring Arrangements

This policy will be reviewed by the governing body.