



### **Roles and Responsibilities:**

All staff members should be available for their contracted working hours. If they're unable to work for any reason during this time, for example due to sickness or caring for a dependant, they should report this using the normal procedures between 8am and 5pm to [admin@tavistock-pri.devon.sch.uk](mailto:admin@tavistock-pri.devon.sch.uk). If it affects the completion of any work required, please ensure that you have alerted your team or key stage leader.

- **Teachers are responsible for:**
  - Setting learning tasks for their class/year group
  - Reviewing learning
  - Providing feedback on learning
  - Keeping in touch with children and parents
  - Attending virtual meetings with colleagues
- **Teaching Assistants are responsible for:**
  - Attending virtual meetings with colleagues
  - Supporting pupils with learning remotely when requested by the SENDCO or Senior Leader
- **Key Stage and Team Leaders are responsible for:**
  - Monitoring the work of their team
  - Weekly contact with their team members
  - Alerting SMT to any wellbeing or workload issues
- **Senior Management Team are responsible for:**
  - Co-ordinating the remote learning approach across the school
  - Monitoring the effectiveness of remote learning – reviewing work set by teachers weekly, monitoring email correspondence between parents and teachers
  - Monitoring the security of remote learning systems, including data protection and safeguarding issues
- **DSL and Deputy DSL are responsible for:**
  - Maintaining contact, collating, passing on information and responding to any concerns.
- **IT Support Staff member is 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 systems and flagging any data protection breaches to the data protection officer



- **Parents/Carers are responsible for:**
  - Seeking help from the school if they need it
  - Registering with school systems – eg. ParentMail and Tapestry
  - Regularly enabling their child to have daily contact with the school
  - Encouraging their child to complete work set
- **Children are responsible for:**
  - Attending remote registration with their teacher regularly
  - Trying their best with their work
  - Seeking help if they need it, from teachers or teaching assistants
  - Alerting teachers if they're not able to complete work
- **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 confident that systems are appropriately secure, for both data protection and safeguarding reasons

Who to contact: [admin@tavistock-pri.devon.sch.uk](mailto:admin@tavistock-pri.devon.sch.uk)

### **Data Protection:**

- **Accessing personal data**
  - All staff have access to CPOMS to record any parent contact or concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site by any third party.
  - Teachers are able to access parent contact details via SIMs using a secure password. Do not share any details with third parties and ensure it is logged off. SMT have the ability to locate further details of families when required through securely accessing SIMs. SMT are 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.
- **Sharing personal data**
  - Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote 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.
- **Keeping devices secure**

## **Remote Learning Strategy – February 2021 update**



- 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**

- It is everyone's responsibility to safeguard our children.
- ALL staff members should use CPOMs to record any concerns and follow our Child Protection and Safeguarding Policy procedures.

### **Links to other school policies:**

- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy

### **School closed to majority of children**

#### **Home Learning Curriculum:**

We are aware that learning from home will encompass far more than the formal school set activities. While we expect children to engage in learning tasks for the expected hours and encourage a rhythm of regular learning activity, we want parents to manage this in the way that works best for their family - including scheduling frequent breaks from screens for exercise and non-screen based learning. The learning set covers a broad range of learning activities which includes all subjects and is adapted from the planned curriculum overview, building on previous learning each day. It promotes a balance of more formal school activities with family time (exercise, games, play, cooking, 'messaging around').

For those children with special educational needs we are providing a personalised approach, through an adapted curriculum, learning resources and regular contact with Teaching Assistant, Class Teacher and SENDCo.

### **School Support:**

## **Remote Learning Strategy – February 2021 update**



As a school we have several systems in place to support families as much as possible with their home learning. Children's exercise books and stationery have been sent home, to ensure parents can see the quality of their child's previous work at school which models the standards required. The daily zoom meeting with a teacher, teaching assistant and class mates maintains the connection with the classroom and allows an opportunity for teachers to explain the learning and expected standards. The teacher overseeing the remote learning dedicates the school day to viewing and responding to children's work posted onto the school's platform, ensuring feedback contains a good level of challenge as well as encouragement. Teachers and senior leaders make email contact or phone calls to families finding it difficult to engage and to answer more lengthy queries or concerns. For families needing more individualised support, learning packs are prepared for collection or delivery, and devices, including data, have been issued to all families identified as in need. Parent consultations (via telephone conversations) have been offered to all parents during the partial school closure.

### **Well Being of the School Community:**

We encourage families to contact us via the school's Tapestry platform, email or phone call. Where families are finding it difficult to manage all the learning set, we have worked with them to employ different strategies and to respond to their child's learning needs – taking additional breaks, reducing expectations, matching learning more closely to a child's interests. We have been able to manage teacher workload effectively by sharing the responsibility of on-line and in-school learning between year group partners. This allows for families at home, as well as the children in school, to have the full attention of a teacher and, because teachers are swapping this responsibility regularly (where possible), children in school and at home are having regular contact with their own class teacher. Furthermore, teacher absence is covered by the senior leadership team; ensuring teachers interacting with the children are familiar and understand the children's learning needs. The constant communication with families and staff meetings to share views expressed via the school platform, emails and phone calls, ensures we respond as quickly as possible to any concerns, doing our utmost to allay them and support families.

WHAT	WHO	WHEN
<u>Setting Learning Tasks</u> Maths English Science Phonics/Spelling All Foundation Subjects Physical Activity	Zoom Call hosted by teacher which will include an explanation of the tasks for the day  Teacher will prepare and upload tasks to Tapestry	Daily KS1 – 3 hours KS2 – 4 hours  Tasks uploaded the night before whenever possible
<u>Reviewing learning</u>	Individually completed tasks uploaded to Tapestry by families	Daily from 9am-3pm

## Remote Learning Strategy – February 2021 update



<u>Providing feedback</u>	Teachers' written response on Tapestry to children and adults	Daily from 9am-3pm
<u>Connecting with children</u>	Teachers via Zoom call and explanation of expectations Questions answered on Tapestry	Daily
<u>Connecting with parents</u>	Questions answered on Tapestry Parents to contact through the School Office: 01822 616044 <a href="mailto:admin@tavistock-pri.devon.sch.uk">admin@tavistock-pri.devon.sch.uk</a>  Parents' Consultations	Whenever needed    2 week period in February
<u>Book Exchange</u>	Year groups to collect from Outside Classroom following Covid procedures and supervised by teaching assistant	Weekly at specific times depending on risk assessment review