

	School	Highbury Quadrant Primary School
	Policy Review Date	16/09/2020
	Date of next Review	July 2021
	Who reviewed this Policy?	Terri Higgins

Digital Learning Policy in the case of School Closure

In this policy the digital and online learning platform used by the school is Class Dojo. This policy will be invoked in full in the case of full or partial school closure.

School Values: **Respect, Achievement and Positivity**

Behaviour online

At Highbury Quadrant, we are committed to creating an online learning environment in which exemplary behaviour is at the heart of productive learning. We expect every single member of our school community – without exception – to uphold the highest standards of personal conduct, to accept responsibility for their behaviour and to support and encourage others to do the same.

This policy will:

- Set out the expectations for all staff in using online learning platforms and resources
- Communicate the whole school approach to staff/pupil communication online
- Ensure a rich curriculum that enables children to learn, to develop skills and resilience as a learner and express themselves in safety, respectfulness and readiness.

Expectations for teaching and learning

Teachers

When providing remote learning, teachers must be available between 9am – 3:30pm.

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.

Teachers will post a week's worth of activities at the start of the week with a suggested timetable by 10:00 AM. The timetable should indicate the order in which to complete tasks with an indicated timescale for work to be completed.

- Activities should be a balanced mixture of subjects. The online learning experience will not replicate the school day.
- Lessons should optimize the use of the home environment, reduce screen time and include physical activity as much as possible.

- There will be three Mathematics based activities, three English based activities and three activities that cover other areas of the curriculum, as a minimum. Where possible activities should be linked to the class topic as set out in the curriculum long term plan.
- Work should be accessible and suitable for all levels. That is, they will be differentiated to challenge and support pupils.
- Timings of tasks set (including physical and creative tasks) should not exceed two hours per day for Key Stage 1, and 3 – 4 hours for Key Stage 2:
- Modelling or supportive materials may be included to reinforce learning. These may be links to existing materials such as White Rose videos, BBC Bitesize, Doodle Maths, Accelerated Reader and other web links.
- Any recorded or video content made by staff must be approved by the phase leader before being uploaded (if that person is not available a member of SLT must be consulted).
- Teachers working in the same phase will collaborate to share work to ensure consistency across the phase. This will include times when staff are working on site or from home. Collaboration can be through email or online meetings (Zoom, Microsoft Teams or Google meets).
- A minimum of one piece of work, per subject will be marked with feedback to the pupil.

Keeping in touch with pupils who aren't in school and their parents:

- If there is a concern around the level of engagement of a pupil/s parents should be contacted via phone to assess whether school intervention can assist engagement.
- All parent/carer emails should come through the school communication platform of Class Dojo or via email to the relevant member of SLT

Headteacher: thiggins@highburyquadrant.islington.sch.uk

Assistant Head: ddinshaw@highburyquadrant.islington.sch.uk

School Business Manager: jhaughton@highburyquadrant.islington.sch.uk

Senior Admin Officer: krystle.stack@highburyquadrant.islington.sch.uk

- Any complaints or concerns shared by parents or pupils should be reported to a member of SLT– for any safeguarding concerns, refer immediately to DSL Sam Jones:

DSL: sam.jones@highburyquadrant.islington.sch.uk

Contact information for other members of staff and the Governing Body are available on the school website.

Teaching assistants

Teaching assistants must be available between 9am – 3:30pm.

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

During the school day, teaching assistant must complete the following tasks as directed by a member of the SLT.

- Attending virtual meetings with teachers
- Completing Professional Development tasks
- Completing statutory training

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 – explain how they'll do this, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Designated Safeguarding Lead

The DSL, Sam Jones is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

DSL: sam.jones@highburyquadrant.islington.sch.uk

IT staff

This is a bought in service where the team are required to do the following:

- 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:

- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers
- 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 – if you know of any resources staff should point parents towards if they're struggling, include those here
- Be respectful when making any complaints or concerns known to staff

Governing Body

- The 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 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:

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

- Issues in setting work – Phase Leaders
- Issues with behaviour – Phase Leader or SLT
- Issues with IT – Jennie Haughton or Sam Hutchins
- Issues with their own workload or wellbeing – SLT
- Concerns about data protection – Jennie Haughton
- Concerns about safeguarding –DSL – Sam Jones

Contact information for other members of staff and the Governing Body are available on the school website.

Data protection

Accessing personal data

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

Access any data through the LGfL email system or on the remote learning platform.

If a year group was to go into lockdown then a laptop will be provided. Staff must use this rather than their own personal devices

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 – ICT support will ensure this is up-to-date.
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Keeping operating systems up to date – always install the latest updates
- Carry the device to and from work only (e.g. do not leave the device in a car boot to carry to social engagements as this will nullify school insurance policies).

Safeguarding

Please see the Safeguarding and Child Protection Policy.

Monitoring arrangements

This policy will be reviewed once a year by Terri Higgins (Head Teacher) and Dina Dinshaw (Assistant Head Teacher). At every review, it will be approved by the full governing board.

Links with other policies

This policy is linked to our:

Behaviour policy

Child protection policy

Data protection policy and privacy notices

ICT and internet acceptable use policy