



PARKSIDE

Community Primary School

Online Learning Policy

Links to:	
Review frequency	
Date policy approved and adopted:	
Policy agreed by:	
Date policy published:	
Next review date:	
Guidance Note:	

Parkside Community Primary School

Online Learning Policy

In September 2020, all of our classes returned to full-time education following the Covid-19 closure in March. Although we hope that the majority of our children will now have an uninterrupted experience, there is the possibility that an individual child, a class bubble, or indeed the whole school, will need to self-isolate for a period of time. We have therefore put in place a plan for remote learning so that all children can continue with their education. Online learning will be shared with families when they are absent due to authorised Covid related absence.

- This meets the expectations set out in the DfE guidance 'Remote Education Support'.
- Stakeholders, including parents and carers, views were sought in the creation of this Online Learning Policy.
- The school will use the 'Home Learning' area on its website for remote learning. This area will contain individual tabs for each class and important information regarding remote learning during absence from school.
- If a child does not have access to a computer/laptop and/or the internet, the school will do all it can to support children and if necessary provide paper packs of learning. Parents will be encouraged to make the school aware of any barriers to accessing online learning.

We are using a flexible approach and are ensuring regular learning is available during the periods when school is closed or children cannot attend. It is of great importance to minimise the impact on children's education, however we understand that everyone's circumstances at home will be different. For example, the number of children in the family, the amount of available devices and whether parents are working from home or not will vary from household to household. Due to this, we are providing a flexible approach to online learning. We will offer a variety of weekly learning activities across the curriculum so that pupils can work their way through as much as they are able, at a time that suits them.

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.

Roles and responsibilities

Teachers

When providing online learning, teachers must be available between 8:40am and 3:00pm, with a break between 12:00 and 1:00pm.

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.

Work will be available in paper form and on the school website:

<https://www.parksidecommunityprimaryschool.co.uk/>

When providing online learning, teachers are responsible for:

Teachers will need to set work for their own class that can be uploaded to the school website. They will set an hours' worth of English and Maths and the some topic based learning.

Links to live learning will be identified in planning.

Live learning could be either Zoom teaching or pre-recorded videos.

PE and Sport Specialist will also provide lessons that the children can complete at home.

This work will be uploaded to the school website for the children to access by 9.00am on the first day of absence.

Staff will liaise with each other via email to share work being completed and any concerns that may have arisen.

Teachers will call the pupils regularly to discuss any issues and concerns they may have with the work. The teacher will provide feedback to the children to aid with completing the work.

Any safeguarding concerns that may be raised by the parents should be shared with a Designated Safeguarding Lead (DSL) or school office as quickly as possible via phone or email.

Complete online learning for own CPD where possible and as directed.

Staff will be expected to attend meetings via Zoom as required. They will adhere to the Code of Conduct particularly in line with dress and presentation.

Teacher's will provide separate work packs for children that are isolating due to Covid. Parents will be directed to visit the website until this is available.

Teaching assistants

When assisting with online learning, teaching assistants must be available between 8:40am and 3:00pm, with a break between 12:00 and 1:00pm.

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.

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

Supporting pupils who are not in school with learning remotely by emailing suggested activities to the class teacher to share with the pupils.

Any safeguarding concerns that may be raised by the parents should be shared with a DSL or school office as quickly as possible via phone or email.

Staff will regularly check their emails and ensure they are keeping up-to-date with school information.

Staff will be expected to attend meetings via Zoom as required. They will adhere to the Code of Conduct particularly in line with dress and presentation.

Complete online learning for own CPD where possible and as directed.

If teaching assistants will also be working in school, where relevant explain who will cover the responsibilities above during this time.

Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

Considering whether any aspects of the subject curriculum need to change to accommodate online learning.

Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent.

Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other.

Monitoring the online work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set.

Alerting teachers to resources, they can use to teach their subject remotely.

Role of SENCO

Alongside teaching responsibilities, SENCO is also responsible for:

Maintaining contact with vulnerable children and families.

Maintaining contact with outside agencies.

Arranging meetings via Zoom or attending meetings as arranged by outside agencies.

Informing SLT of any relevant information regarding the children.

Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

Co-ordinating the online learning approach across the school.

Monitoring the effectiveness of online learning through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents.

Monitoring the security of online learning systems, including data protection and safeguarding considerations.

Safeguarding

It is recognised by Parkside Community Primary School that the use of technology presents challenges and risks to children and adults both inside and outside of school. Parkside Community Primary School will empower, protect and educate the community in their use of technology and establish mechanisms to identify, intervene in, and escalate any incident where appropriate.

Parkside Community Primary School identifies that the breadth of issues classified within online safety is considerable, but can be categorised into three areas of risk:

- content: being exposed to illegal, inappropriate or harmful material; for example, pornography, fake news, racist or radical and extremist views;
- contact: being subjected to harmful online interaction with other users; for example, commercial advertising as well as adults posing as children or young adults; and
- conduct: personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images, or online bullying.

The DSL has overall responsibility for online safeguarding within the school but will liaise as necessary with other members of staff.

Parkside Community Primary School uses a wide range of technology. This includes computers, laptops, tablets and other digital devices, the internet, our learning platform, intranet and email systems.

All school owned devices and systems will be used in accordance with our acceptable use policies and with appropriate safety and security measures in place.

Parkside Community Primary School recognises the specific risks that can be posed by mobile technology, including mobile phones and cameras. In accordance with KCSIE 2020 and EYFS 2017 as appropriate policies in place that are shared and understood by all members of the community.

Further information reading the specific approaches relating to this can be found in our Online Safety and Code of Conduct policies that can be found in the staff room, school office, KLZ and school website.

Parkside Community Primary School will do all we reasonably can to limit children's exposure to online risks through our school IT systems and will ensure that appropriate filtering and monitoring systems are in place.

Online filtering is carried out by EIS and they monitor and manage this.

- If learners or staff discover unsuitable sites or material, they are required to report it to a member of staff.

All users will be informed that the use of our systems can be monitored, and that monitoring will be in line with data protection, human rights and privacy legislation.

Filtering breaches or concerns identified through our monitoring approaches will be recorded and reported to the DSL and technical staff, as appropriate.

Any access to material believed to be illegal will be reported immediately to the appropriate agencies, such as the [Internet Watch Foundation](#) and the police.

When implementing appropriate filtering and monitoring, Parkside Community Primary School will ensure that “over blocking” does not lead to unreasonable restrictions as to what children can be taught with regards to online teaching and safeguarding.

Parkside Community Primary School acknowledges that whilst filtering and monitoring is an important part of school online safety responsibilities, it is only one part of our approach to online safety.

- Learners will use appropriate search tools, apps and online resources as identified following an informed risk assessment.
- Learners internet use will be supervised by staff according to their age and ability.
- Learners will be directed to use age appropriate online resources and tools by staff.

Parkside Community Primary School will ensure a comprehensive whole school curriculum response is in place to enable all learners to learn about and manage online risks effectively as part of providing a broad and balanced curriculum. DSLs and SLT may find it helpful to access UK Council for Internet Safety (UKCIS) '[Education for a Connected World Framework](#)' and DfE '[Teaching online safety in school](#)' guidance.

Parkside Community Primary School will build a partnership approach to online safety and will support parents/carers to become aware and alert by:

- providing information on our school website and through existing communication channels (such as newsletters and SMS messaging.), offering specific online safety events for parents/carers or highlighting online safety at existing parent events.

Parkside Community Primary School will ensure that online safety training for all staff is integrated, aligned and considered as part of our overarching safeguarding approach.

The DSL will respond to online safety concerns in line with the child protection and other associated policies such as anti-bullying and behaviour.

- Internal sanctions and/or support will be implemented as appropriate.
- Where necessary, concerns will be escalated and reported to relevant partner agencies in line with local policies and procedures.

Where children are asked to learn online at home in response to a full or partial closure:

Parkside Community Primary School will ensure any remote sharing of information, communication and use of online learning tools and systems will be in line with privacy and data protection requirements.

Staff and learners will engage with remote teaching and learning in line with existing behaviour principles as set out in our school Positive Behaviour Policy, Code of Conduct and Acceptable Use Policies.

Staff and learners will be encouraged to report issues experienced at home and concerns will be responded to in line with our child protection and other relevant policies.

Parents/carers will be encouraged to ensure children are appropriately supervised online and that appropriate parent controls are implemented at home.

Additional guidance for DSLs and SLT regarding remote learning is available at DfE: [Safeguarding and remote education during coronavirus \(COVID-19\) and](#) The Education People: [Remote Learning Guidance for SLT](#)

Pupils and parents

Staff can expect pupils learning remotely to:

Be contactable during the school day to discuss their learning.

Complete work to the deadline set by teachers.

Seek help if they need it from staff.

Alert teachers if they are 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 cannot complete work.

Seek help from the school if they need it by phoning the school office and asking for a member of staff to contact them. Or ring the designated number that has been given.

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

Governing board

The governing board is responsible for:

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

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

Who to contact

If staff have any questions or concerns about online learning, they should contact the following individuals:

Executive Head Teacher – james.williams@parkside.kent.sch.uk

Head of School – headofschool@parkside.kent.sch.uk

School Office – officemanager@parkside.kent.sch.uk

SENCO – Kirsty.thompson@parkside.kent.sch.uk

For technical support EIS – eisit.uk

Data protection

Accessing personal data

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

Have access to telephone numbers which will be kept confidential and secured in a secure way when offsite.

All teachers have secured laptops in line with GDPR requirements.

Emails will be accessible through KLZ Portal.

Teachers will have access to school mobile phones so they can make contact with children and families as needed when doing welfare checks with them.

Processing personal data

Staff members may need to collect and/or share personal data such as 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.

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.

Antivirus and anti-spyware software will be installed by EIS technicians and their guidance will be followed.

Keeping operating systems up to date – always install the latest updates.