



Wetherby Road, Harrogate, HG2 7SG
T: 01423 883551 E: admin@willowtree.nsat.org.uk
W: willowtreeprimary.co.uk

Willow Tree Primary School

Remote Learning Plan 2024-25

Teachers

Set work:

- For all children in their class
- Supporting their year group partner in setting work and ensuring consistency across the year group
- Providing content quantity that reflects learning time in school
- Setting engaging work by 9:30am
- Uploading work to Microsoft Teams
- Emailing work to parents on request (and agreed with SLT)
- Emailing home learning packs to the office for printing on request (and agreed with SLT)
- Celebrating Achievement during celebration assemblies on Microsoft Teams

Provide feedback on work :

- Giving a range of feedback (whole class, verbal, individual, group) to pupils on work submitted to dojo portfolios

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

- Responding to messages
- Directing parents with complaints to follow the school Complaints Procedure
- Notifying the Leadership Team of lack of engagement with home learning
- Recording engagement with home learning on the proforma provided
- Emailing home learning records to the leadership team as requested

› Attend virtual meetings with staff, parents and pupils:

- Wearing professional clothing for virtual meetings, as we would in school
- Selecting an appropriate location for virtual meetings e.g. avoiding areas with background noise, nothing inappropriate in the background

Teaching assistants

Teaching assistants will assist with remote learning and may be responsible for:

› Supporting pupils who aren't in school with learning remotely:

- Supporting feedback on Microsoft Teams
- Printing and distributing home learning packs set by teachers

› Attending virtual meetings with teachers, parents and pupils:

- Wearing professional clothing for virtual meetings, as we would in school

- Selecting an appropriate location for virtual meetings e.g. avoiding areas with background noise, nothing inappropriate in the background

Subject leads

Alongside their teaching responsibilities, Subject Leaders are responsible for:

- › Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- › Working with teachers teaching their subject or in their Phase remotely to make sure all work set is appropriate and consistent
- › Working with other Subject Leaders, Middle Leaders 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 remote work set by teachers in their subject and Phase – through meetings with teachers and by reviewing work set
- › Alerting teachers to resources they can use to teach their subject remotely

Senior leaders

Senior leaders are responsible for:

- › Co-ordinating the remote learning approach across the school
- › Monitoring the effectiveness of remote learning as through regular meetings with teachers, middle leaders and subject leaders, reviewing work set and reaching out for feedback from pupils and parents
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations

IT staff

IT staff are responsible for:

- › Fixing issues with systems used to set and collect work
- › Helping staff 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

SENDCO

The SENDCO is responsible for:

- › Supporting staff with the setting of appropriate work
- › Monitoring work set to ensure it is appropriate and accessible
- › Checking in with families of pupils with an EHCP on a weekly basis
- › Monitoring engagement of pupils with SEND

Family Support Workers

Family Support Workers are responsible for:

- › Being available to work during their usual contracted hours
- › Working under the direction of the DSL and SLT
- › Making doorstep welfare checks on families and pupils
- › Making welfare check phone calls to families
- › Reporting safeguarding concerns following the usual procedures
- › Printing and distributing home learning packs set by teachers

Administrative staff

Administrative staff are responsible for:

- › Being available to work during their contracted hours
- › Being a point of contact for parents
- › Printing home learning packs emailed to them by teachers

Pupils and parents

Staff can expect pupils learning remotely to:

- › Check the learning Microsoft Teams every school day by 9:30am
- › 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:

- › Be contactable during the school day
- › Make the school aware if their child is sick or otherwise can't complete work
- › Seek help from the school if they need it

Be respectful and use the school complaints policy when raising any complaints or concerns

Governing body

The local governing body 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

3. 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 Senior Leader, Subject Leader or SENDCO
- › Issues with behaviour – talk to the relevant leader
- › Issues with IT – talk to IT staff
- › Issues with their own workload or wellbeing – talk to Senior Leaders
- › Concerns about data protection – talk to the data protection officer immediately
- › Concerns about safeguarding – report incidents following the usual protocol, contacting the DSL immediately with significant concerns

If parents have any issues with remote learning then they should contact the following during school hours:

- Their child's class teacher Microsoft Teams in the first instance
- The school office on 01423 883 551 or admin@willowtree.nsat.org.uk for urgent issues and any issues that cannot be resolved with the class teacher.

Data protection Accessing personal data

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

- › Access the data via secure email
- › Use approved devices to access the data

Processing personal data

Staff members may need to collect and/or share personal data such as parent 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. All staff will comply with NSAT GDPR Policy.