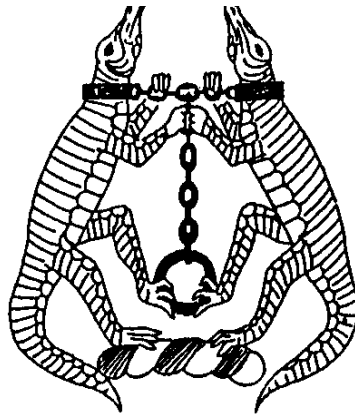


Remote Learning Policy



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Contents

1. Aims	2
2. Roles and responsibilities	2
3. Who to contact	5
4. Data protection	5
5. Safeguarding	6
6. Monitoring arrangements	6
7. Links with other policies	6
8. Teacher guides/support resources	8

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the school's approach to remote learning
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection
- Reflect the School's Vision and Ethos: Our aim is to provide a living Christian school environment where we strive for each child to develop a passion for learning and a sense of excitement in their own achievement and that of others. Where we live life in its fullness (John 10v10) knowing that God is our Strength and with His help we will be the best we can.

2. Roles and responsibilities

2.1 Teachers in the event of a bubble closure

Teachers must be available between 8.30am and 4.00pm, allowing for breaks and lunch. 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 procedures (by telephone to the Headteacher and email to the Office Manager). If it affects the completion of any work required ensure that arrangements have been made with classroom staff to ensure work is completed.

Teachers are responsible for:

- Running their Google Classroom- setting work for home learning when a year group bubble closes:
 - Create a timetable for the week similar to that taught in school. This must include subjects from across the curriculum.

The timetable must include a mixture of live and pre-recorded lessons.

- Holding live registration sessions via Google Meet at the beginning of morning and afternoon sessions.
 - Ensuring children have access to lessons for the same length of time taught in school.
 - Ensuring children have continued interaction with the teacher and other pupils
 - Liaising with Key Stage teaching staff to produce weekly English and Maths plans
 - Setting differentiated Mathletics, My Maths, Times Table Rockstars
 - Uploading the Weekly timetable to Google Classroom
 - Creating online resources to support lessons throughout the week on Google Classroom. These will range from pre-recorded lessons by the class teacher, live lessons and on-line resources such as Phonics Bug E-books, Rising Stars, Accelerated Reader, Spellodrome, Cracking Comprehension etc
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- Ensuring children know how to complete assigned work, turn it in, use templates, take photos of written work and upload - information for parents available on school website under 'School Closure' tab.
- Marking and commenting of children's work
- Delivering online safety lessons to children- how to interact on the live stream, cyber bullying, appropriate language, safe searching
 - Continue the use of the 'Think you know' resources and SMART, which support children's online safety at a time when they will spending much more time online. Also refer to E-Safety Policy.

➤ Providing feedback on work:

- Pupils can send any completed work to teachers via Google Classroom
- Teachers can mark and return work to pupils via the comments feature
- Teachers should mark work daily and return with a comment to the pupil within 24 hours

➤ Keeping in touch with pupils and parents:

- Via the private message function in Google Classroom, email and telephone calls.
- Awards given to children for excellent work
- Parents to be called if pupils do not attend the daily register via Google Meet/are not engaging in the home learning
- Any issues that are received are to be dealt with professionally by the class teacher and the Headteacher should be BCC'd in the communication. Issue should be shared on CPOMs.
- Teachers are to make contact with all pupils in their class every day via Google Meet, for non-attendance, the parent will receive a call.
- Withheld numbers may be used as teachers can use their mobile phones from home. Contact details can be requested through Egress to School Office if not already held. Record all contacts with parents on CPOMs and add any relevant actions. Do not share this information with a third party.
Example CPOMS comment 'Telephoned Mum offered support during home learning and I spoke with child who is getting on well. No concerns.' Alert the safeguarding team with any immediate concerns via telephone.
- Contact should be polite and encouraging. Teachers must adhere to the email policy and not give out any personal details. Any concerns should be forwarded to the Headteacher who may choose to contact the parents directly.

➤ Attending virtual meetings with staff, parents and pupils:

- Bubble isolation groups are expected to attend a number of virtual meetings daily- x2 registrations and a variety of live lessons
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

2.1a In the event of individual pupil self-isolation (not illness) - Teacher responsibilities

- Weekly home learning to be set via Google Classroom for all individual pupils who find themselves in isolation.
- Children in isolation are tracked daily and work is allocated as soon as possible once a child has been identified as self-isolating.
- Daily lessons span across the curriculum, lessons are closely matched to the curriculum delivered in school.
- Work is tailored to each pupil and those with SEN have individual work provided.

2.2 Teaching Assistants

Teaching assistants must be available during school hours, Monday to Friday. During this time, they are expected to check work emails and be available when called upon to support the children with their learning. 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.

Teaching Assistants are responsible for:

- Supporting pupils with learning remotely:
 - When requested by the Class Teacher or SENCO.
- If required, to attend virtual meetings with teachers, parents or pupils:
Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

2.3 Subject Leads

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

- Supporting teachers with setting relevant online learning via Google Classroom

2.4 Senior Leadership Team

Alongside any teaching responsibilities, senior leaders 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 on line learning sites such as Accelerated Reader and Mathletics, monitoring email correspondence between parents and teachers
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated Safeguarding Lead

The DSL is responsible for:

Maintaining contact, collating, passing on information and responding to any concerns.

See the COVID-19 amendments to the Child Protection Policy

2.6 IT Staff

IT staff are responsible for:

- › Creating emails
- › 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
- › Assisting pupils and parents with accessing the internet or devices

2.7 Pupils and Parents

Staff can expect pupils to:

- › Be contactable during the hours of the school day – although they may not always be in front of a device the entire time
- › 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 to:

- › Seek help from the school if they need it – staff should refer parents to the 'School Closure' section on our website and the 'Parent Information – Links' page for the Google Classroom information and other useful links for learning.
- › Be respectful when making any complaints or concerns known to staff

2.8 Governing Board

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 systems are appropriately secure, for both data protection and safeguarding reasons

3. Who to contact

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

- › Issues in setting work – talk to the relevant subject lead/SENCO/SLT
- › Issues with behaviour – talk to the Headteacher/SENCO/SLT
- › Issues with IT – talk to IT Support (Izzy Williams) who can contact support if needed
- › Issues with their own workload or wellbeing – talk to Headteacher
- › Concerns about data protection – talk to the School Business Manager (Debbie Pitman)
- › Concerns about safeguarding – talk to the DSL

All staff can be contacted via their school email addresses

4. Data protection

4.1 Accessing personal data

When 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 to any third party.
- The School Office have the ability to locate personal details of families when required through securely accessing SIMS. Staff are not to share their access permissions with other members of staff.
- School chrome books and laptops are the school's preferred devices to be used when accessing any personal information on pupils.

4.2 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.

Devices will be provided by the school so ensure security arrangements are in place.

4.3 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), or use a secure key.
- 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

How to Encrypt Your Hard Drive in Windows 10

Locate **the hard drive** you want to **encrypt** under "This PC" in Windows Explorer.

Right-click **the target drive** and choose "Turn on BitLocker."

Choose "Enter a Password."

Enter **a secure** password.

- 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

5. Safeguarding

Please see the following for updates concerning safeguarding in relation to home learning.

COVID-19 Annex to the school's Child Protection Policy

This policy is available on our website.

6. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government.

7. Links with other policies

This policy is linked to our:

Behaviour for Learning Policy

Child Protection Policy and Coronavirus Annex to our Child Protection Policy

GDPR Policy and Privacy Notices

ICT and internet acceptable use policy

E-safety policy

Information on School Website under 'School Closures'