

Remote Learning Policy



Broad Heath Primary School
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1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection
- Ensure children are provided a breadth of teaching and learning opportunities to make progress with their learning
- Ensure the wellbeing and safeguarding of all children are a high priority and constantly monitored

2. Roles and responsibilities

2.1 Teachers – Quality of Education

When providing remote learning, teachers must be available between 8;30- 4pm with an hour for lunch 12-1pm. 8:30 am to 9 will be set for Physical challenges and this will be set by the PE teacher. 9am – 9.30am is for admin/daily meeting with all of the team on MS Teams or Zoom, however, this can be flexible for year groups depending on circumstances. Year Leaders will then need to report to the HT the staff present and any issues.

Work needs to be posted on the school blog by 9.30am by teachers.

From 9am – 9.30am, children will be able to access fun, creative blogs, links to BBC Education etc.

If you're unable to work for any reason during this time, for example due to sickness or caring for a dependent, you should report this using the normal absence procedure. All staff are aware of the procedures as per staff induction and in the staff handbook. When providing remote learning, teachers are responsible for:

- Setting work – this will be agreed with your year leader and online materials will be both live, pre-recorded and worksheet/task based.

- All work must reflect the Year Group's long term and medium term planning and ensure children have clear learning opportunities to make progress.
- A minimum of 3 learning/teaching videos must be uploaded by teachers to deliver learning appropriate to the children everyday (Monday to Thursday).
- Work will be uploaded on your class blog.
- Work will be set Monday to Thursday with detailed feedback to pupils on the Friday about their achievements and further individualised work if needed/challenges set.
- Teachers are responsible for the learning and progress for every child in their class. Year Leaders and SLT will be monitoring and supporting this process. Any children who are a concern, class teachers and Year Leaders to provide further support for these children.
- Appropriate learning provision will be given to all children (including children with SEN and EHCP) so progress is being made.
- Teachers and LSAs will ensure there is a breadth of work that is high quality with a focus on the core subjects.
- Teachers and LSAs will respond to the children's work and provide quality feedback on the blog and on 'Feedback Fridays'.
- For the work that is uploaded onto 'Sharepoint', Purple Mash, LbQ etc, staff will respond with feedback to the children's work on the blog for every upload. This way, children are getting instant responses and quality feedback. Children should respond to this feedback either straight onto the blog or upload their work onto 'Sharepoint'.
- The class novel should be read every day.
- Reward bricks will be continued to be given to classes to further motivate children.
- PE blogs will be provided to all classes to support their physical and mental health
- Fun and creative homework can be given to the children by teachers to complete over the weekend. This is not a requirement for the children to complete but will be available for those children who would like to complete.

Remote teaching and study time each day

How long can I expect work set by the school to take my child each day?

- We expect that remote education (including remote teaching and independent work) will take pupils broadly the following number of hours each day:

➤ Key Stage 1	➤ 3 hours per day
➤ Key Stage 2	➤ 4 hours per day

➤ Keeping in touch with all pupils

- You are expected to make contact with all children in your class as least once a week. This will usually take place on Fridays and ideally this should be an 1-1 meeting using

Zoom/Teams where teachers provide quality feedback to the child. During this meeting, teachers will go through examples of children's work from that week to promote further progress for children.

- For younger children (Early Years and KS1), teachers will arrange virtual calls for groups of children based on their ability.
- Children who you feel need more contact to support their home learning, wellbeing or safeguarding will be contacted by the pastoral team and/or leadership/office.
- For any child who cannot attend a virtual meeting, a phone call will take place. However, virtual calls are the preferred method of contacting children for providing feedback and this obstacle needs to be looked at and addressed by the school.
- For any children where contact cannot be made, must be identified on the relevant Google Drive document so SLT and Pastoral are aware and investigate.
- All contact must be added to CPOMS and Google Drive.
- Any concerns that children raise will be dealt with by the class teacher and added to CPOMS. Any parent contact will be responded to by the class teacher initially and added to CPOMS. Pastoral will intervene if required.
- Keeping the children safe is a high priority by all staff and the Safeguarding policy must be adhered to.
- Children who fail to do any work on two consecutive days will be contacted by the pastoral team. It is therefore important that the Google Drive/overview sheet is completed daily so that staff pastoral staff can access this and look for gaps.

➤ **Attending virtual meetings with staff, parents and pupils –:**

- Dress code as per school policy
- Locations must be appropriate and as above confidentiality is important so choosing the location and the right times to speak/listen must be thought about.
- Meeting times to be between 9am-3 pm.
- Video Conferencing Policy must be adhered to.
- There must be two school adults on the call always.

If any teachers are working in school, the daily directives will be set by leadership/year leaders.

2.2 Learning Support Assistants (LSAs)

When assisting with remote learning, LSAs must be available between 8:30-4 pm.

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.

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

➤ **Supporting pupils as directed by the class teacher/leadership**

- You will be told a routine which you will follow and this will be agreed by your year leader/class teacher

- You may be asked to create work packs etc for specified children and this may involve coming into school
- Year groups to choose a 'blogger of the week' and LSAs can upload at the end of the week.

2.3 Subject leads

There may be occasions when specific work will be set for your subject, this will be done on a Friday and/or a time that you feel suits you. It must be agreed and not presumed. The actions set will be part of the SIP and SLT will liaise with you when required.

Year Leaders may request specific guidance for work being set and it will be your responsibility to respond accordingly.

2.4 SENCO

Alongside any teaching responsibilities, SENCO is responsible for:

- Co-ordinating the remote learning approach across the school
- Keeping records on the relevant Google Drive must be correct and up to date
- Monitoring the effectiveness of remote learning – this will require a weekly call to the parents and recording responses on CPOMS
- Monitoring the well-being of the child and the parents

2.5 Designated safeguarding lead

The DSL is responsible for:

Monitoring CPOMS and responding to staff concerns. (See Safeguarding policy)

2.6 IT Support/OFFICE staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work – IT Support
- Helping staff and parents with any technical issues they're experiencing office - IT Support
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer- IT Support
- Assisting pupils and parents with accessing the internet or devices - IT Support
- Supporting leadership with any request asked of them - Office/IT Support
- Maintaining communication/returns - Office
- Payment runs and Finance – Office

If my child does not have digital or online access at home, how will you support them to access remote education?

- We recognise that some pupils may not have suitable online access at home. We take the following approaches to support those pupils to access remote education:

- For families who do not have access to IT, the school will lend laptops or tablets to pupils to complete work from home.
- School will support families who have limited or no access to an internet connection. Dongles and wifi codes can be provided if families qualify.
- For some children, printed materials will be given to support their learning

2.7 PASTORAL TEAM

- >Pastoral staff must report to their line manager every day.
- >A remote meeting will be held from 8;30-9 am daily and CPOMS checked
- >Calls made to parents and professionals to be logged/CPOMED
- >Google drive overview will also be checked daily
- >The Pastoral Lead will report daily to the safeguarding lead/leadership
- >If required to come into school, 2 members of staff must be available to support

2.8 Leadership Team

- > Leadership to be available outside the office hours for support as and when required.
- > To set a Year Leader agenda once a week
- >To maintain the running of the school site
- >To offer support and guidance when asked
- > To ensure the well-being of pupil and staff is maintained.
- >To keep parents and Governors up to date with all news/initiatives and happenings
- > To ensure school work set is appropriate and monitor/feedback
- > To deal with the strategic overview and maintain a high standard of teaching and learning
- >To set INSET sessions if required.

2.9 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day –
- 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

- Follow the Home School Contract
- Complete work on the blog or in their homework book.

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
- Be respectful when making any complaints or concerns known to staff and follow the Home/School Contract
- The Video Conferencing Policy rules must be followed to ensure everyone is kept safe

3. 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 remote learning systems are appropriately secure, for both data protection and safeguarding reasons
- Being a critical Friend to the school and supporting the Head/Leadership.

4. 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 year leader/SENCO
- Issues with behaviour – talk to the Behaviour Manager/Pastoral
- Issues with IT – talk to IT lead
- Issues with their own workload or wellbeing – talk to their Year leader/Line Manager
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DSL

All of the above are in the staff handbook.

5. Data protection

5.1 Accessing personal data

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

- Use their school laptop or devices provided by school when accessing any personal information on pupils or accessing the school's website.
- Have access to CPOMS to record any parental contact or concerns about children.
- Have access to the school's 'Google Doc' to register when children access the learning
- SLT have the ability to locate personal details of families when required through CPOMS. SLT are not to share their access permissions with other members of staff.

5.2 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.

5.3 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)
- 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
- Ensuring the WIFI is safe and secure
- All cloud based storage is password protected
- Keeping operating systems up to date – always install the latest updates
- Share any concerns or breaches with the Data Protection officer

6. Safeguarding

Please see policy. All policies are on the Broad Heath website

7. Monitoring arrangements

This policy will be reviewed regularly and every 1-2 years or when a pandemic occurs.

8. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy
- Video Conferencing Policy