Remote Learning Policy

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Lead reviewer:	Greg McGill
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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 whether as individuals or as whole class bubbles
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available during their contracted working hours. 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 providing remote learning, teachers are responsible for:

Setting work:

- This will be for their class or bubble which is closed. In the event of two or more classes being closed, teachers can share the preparation and setting of this work appropriately between teachers.

- When an individual child is isolating, that child will follow the planning available through the year group page on our Swallowfield website at first. The year group pages to have the work linked to countries so siblings can access similar content at a varying level. If the situation continues longer then we will revert back to using the original isolation document. Oak Academy and other online resources will then be utilised after this.

- In the event of a whole bubble closure, teachers should follow as closely as possible the Maths and English planning for the day(s) that the bubble is closed with an additional activity linked to Foundation Subjects. This can be done via streamed lessons through the Google Classroom, and through set work. Further activities can be signposted from the Oak Academy Resources.

Agreed content:

- KS2: A daily English and Maths task plus one Science or Foundation subject task.

- KS1: Will be the same expectation but these will be more open ended rather than completing on Google Classroom. The live stream on Google Classroom will also be used.

- Foundation/Busy Bees: The live stream will be used to motivate and inspire the children to work with their families to explore the tasks.
- At least one video of a year group teacher per day to be uploaded but no more than three videos.

All year groups to ensure the pm tasks are as follows:

- Monday pm-Humanities
- Tuesday pm-Science
- Wednesday pm-PHSE
- Thursday pm-PE
- Friday pm-The Arts

- Each class has been assigned a Google Classroom log in and password and children should be directed to this platform where lessons will be streamed and work will be set. Teachers can give instruction and feedback through this platform, and children and carers can post comments. Teaching staff have had Google Classroom training and is available on our Swallowfield Google Drive under Google Classroom.

Providing feedback on work:

- Children will be able to upload their work to the Google Classroom.
- Feedback may be an acknowledgement of the work, for foundation subjects for example, and for Maths and English feedback should be given through the Google Classroom as appropriate e.g. marking Maths questions or correcting written work. This may be done by any member of the year group team.
- Feedback should be given before the next piece of work is set so that children can use the feedback to improve their next piece of work.

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

- For individual children who are isolating, teachers should contact home via telephone to check how the children are getting on with the work based on the website and the Oak Academy materials and to address any issues.
- For class or bubble closures, daily contact will be made via the Google Classroom either through videos/ live streamed lessons and/or through messages posted beneath each assignment or activity, and through feedback.
- Teachers are expected to respond to queries from parents and children via the Google Classroom or if more appropriate by telephone, but not beyond the span of a regular working day i.e. between 8 am and 5.30 pm.
- Complaints or concerns shared by parents should be resolved quickly if possible, for example difficulties logging in, not having equipment to access the classroom and otherwise follow the school's normal complaints procedure. For any safeguarding concerns, refer to the section below
- Teachers should make contact with the parents or carers of any children who do not engage with the Google Classroom to encourage them to participate.

Attending virtual meetings with parents and children – for example parent consultations or streaming:

- The dress code is smart school attire
- Locations should ideally be neutral e.g. against a plain wall or a door, avoiding areas with background noise, or anything inappropriate in the background. Smart speakers such as Alexa should be switched off for confidential discussions.
- This could be undertaken within a school background.
- If the virtual call is unsuccessful this should be followed up with a phone call.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during their contracted working hours (usually 8.45 am – 12 noon or 12.30 pm -3pm) unless agreed otherwise.

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 who aren't in school with learning remotely
  - Hearing daily readers at the direction of the class teachers
  - Supporting children with SEND to access remote learning
  - Making regular contact with children who are isolating individually.
  - Creating task videos as directed by the class teacher
  - Providing feedback to tasks

Attending streamed lessons with teachers, parents and pupils

- Dress should be in keeping with the school's dress code
- Locations should ideally be neutral e.g. against a plain wall or a door, avoiding areas with background noise, or anything inappropriate in the background. Smart speakers such as Alexa should be switched off for confidential discussions.

2.3 Senior leaders

Senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – e.g. identifying which elements of Google Classroom and other resources such as the Oak Academy will be followed when, and by whom
- Monitoring the effectiveness of remote learning –through dropping in to streamed lessons, 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
- Supporting staff with training, correct equipment and mental health and well-being support.

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2.4 **SENDCO**

Alongside any teaching responsibilities, the SENDCO is responsible for:

- Advising teachers on how remote learning can be adapted so that it can be accessed by children with SEND, or signposting teachers/children and parents to appropriately accessible resources.

2.5 **Designated safeguarding lead**

- The DSL is Mrs Kim Brewer and her responsibilities are laid out in the school's Safeguarding Policy and Addendum for COVID-19.
- It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

2.6 Children and parents

Staff can expect children learning remotely to:

- Be contactable during the school day
- Complete work to a flexible 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:

- 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
- Make the school aware if they do not have equipment or internet connection.

2.7 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.

3. Who to contact

If staff have any questions or concerns about remote learning, they should speak to their Key Stage Leader in the first instance or to a member of the Senior Leadership Team.

If parents and carers have any questions or concerns about remote learning, they should contact the office in the first instance.

4. Data protection

4.1 Accessing personal data

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

- Access any pupil information using hosted G2 Integris
- Use their school laptop or device to access pupil information in line with the ICT acceptable use policy.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as their school email address or a parent's email address 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. Wherever possible staff should use the Google Classroom platform to avoid sharing of personal information or data.

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)
- 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

Staff should refer to the school's Safeguarding policy in conjunction with the Safeguarding Addendum for COVID 19 for further information about staying safe online and child protection.

6. Monitoring arrangements

This policy will be reviewed annually by the Deputy Head Teacher or more frequently if required.

7. 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