



GREAT TEW PRIMARY SCHOOL

Remote Learning Policy

Approved by:	Governing Body	Date: September 2020
Last reviewed on:	January 2021	
Next review due by:	Throughout the year as required	

Contents

1. Aims	2
2. A Flexible Approach.....	2
3. Remote Educational Provision For Pupils Who Are Self-Isolating or Shielding	3
4. Remote Educational Provision For Whole Classes	3
5. Interaction	3
6. Content and tools to deliver this remote education plan	4
7. Use of Video Conferencing technologies (Google Meet):	4
8. Roles and responsibilities	5
9. Who to contact.....	7
10. Data protection	7
11. Safeguarding	8
12. Monitoring arrangements.....	8
13. Links with other policies.....	8

1. Aims

This remote learning policy has been written as guidance for staff and parents during the COVID-19 pandemic. It sets out the systems and technology that staff will use to keep the learning experience going for children, and details how they can be used effectively and safely, while allowing for the differing needs of families so that children’s learning is purposeful and engaging.

This remote learning policy aims to:

- › Ensure consistency in the school’s approach to remote learning for all pupils
- › Set out expectations for all members of the school community with regards to the delivery of high quality remote learning
- › Provide for continuous delivery of the school curriculum,
- › Support pupil motivation and maximise engagement from all pupils and families
- › Support health and wellbeing of all pupils
- › Provide appropriate guidelines for data protection

2. A Flexible Approach

Keeping regular learning going during the period that schools are closed is of great importance to reduce the impact on children’s education; however we understand that everyone’s circumstances at home will be different. For this reason we aim to be flexible in our approach to remote learning so as to maximise learning engagement and outcomes from every pupil.

3. Remote Educational Provision For Pupils Who Are Self-Isolating or Shielding

In the event that individual pupils are confirmed to be self-isolating or shielding due to COVID-19, class teachers will provide access to a weekly timetable of remote learning activities. This will be accessible via Google Classroom. This timetable will, as much as possible, link to our long-term curriculum plans and the learning those in school will be doing, while remaining manageable for staff to prepare on top of their usual weekly workload. To do this, we will make use of a number of ready prepared high quality online materials (drawing on Department for Education recommended units from the national Oak Academy that fit with our school curriculum) and supplement these with our existing subscription packages which children are familiar with. Staff will endeavour to view and feedback on as much of student's work as they are able, while balancing their workload inside of school. Students at home should expect to receive feedback at least four times a week. Staff will make use of video call (Google Meet) to maintain contact with pupils and support them with their learning.

4. Remote Educational Provision For Whole Classes

In the event of a whole school closure, or of a whole class or Key Stage having to self-isolate, class teachers will deliver learning, following as closely as possible the regular timetable in school.

Learning for all classes will be shared via Google Classroom. This will outline a range of learning activities in the full range of subject areas, designed to build on pupils' prior learning. Tasks and links will be provided, with instructions about how learning should be submitted and how feedback will be provided.

Opportunities to join in with time-scheduled live events will be highlighted, for example class registration, story time etc.

Posts on Google Classroom may add extra detail or examples as necessary and assignments will be set via Google Classroom to 'collect in' a piece of work.

Other optional events and enrichment activity ideas, including assemblies and class social time, will be spread throughout the week to help keep the children engaged and enthusiastic, as well as supporting their social interaction and physical and emotional wellbeing at this time.

5. Interaction

We are keen to make remote learning an interactive experience through the submission and sharing of work by children, the delivery of teaching and feedback and the provision of opportunities for pupils to interact and collaborate. This may involve live face-to-face contact opportunities for children, using the Google Meet Video Conferencing tool, to maintain a sense for them of being part of a class. There may also be opportunities for teaching and instruction, either pre-recorded or live, and for either whole class or small groups. Please see the section below regarding use of Google Meet. Communication between staff and pupils / families must be through the authorised school systems above and not through email or personal social media accounts. It should follow the usual rules outlined in the Online Safety Policy and Acceptable Use Agreements. Due consideration should be put in by staff before sharing photo or video as to whether there are any issues regarding reputation, professional conduct, online safety or other safeguarding matters.

6. Content and tools to deliver this remote education plan

Resources to deliver this remote education plan include:

- Online tools (Google Classroom, Google Meet)
- Use of recorded video or live video (Google Meet) for start of day registration, instructional videos and assemblies
- Phone calls home
- Printed learning packs
- Physical materials such as story books and writing tools
- Use of online resources including White Rose Maths, BBC Bitesize, Oak Academy, TT Rockstars, Read Theory, Purple Mash, Letters & Sounds, Charanga Yumu, Scarf, Singup at Home,

7. Use of Video Conferencing technologies (Google Meet):

If whole classes are self-isolating, we will arrange 1-to-1 and group meetings via Google Meet for teaching and feedback and for children to connect and interact with their teachers, Teaching Assistants and peers.

The safety of both children and staff when using this technology is paramount and we will be following relevant advice from Google, the Children's Commissioner and the NSPCC.

In order to protect both children and staff, we require that if children are taking part in Google Meets, you agree to the following:

- An appropriate adult must remain in the same room as the child during video or conference calls to monitor and ensure they are safe and using it appropriately.
- When joining any school Google Meet you will need to briefly need to be onscreen with your child so we know that they have an appropriate adult nearby. This will also give us a chance to talk with you if we need to.
- Children must take part in the Meet in a suitable communal environment (not a bedroom) and be appropriately dressed (uniform isn't necessary, but they should be fully dressed in clothing that covers top and bottom half of the body).
- All members of the household must be aware that the meeting is taking place and make sure they are also suitably dressed and use appropriate language and behaviour when nearby or in the background.
- You must make sure you and your child have 'logged off' the call correctly once it is finished - before turning off any devices.
- You and your child will not try to contact any staff using these online tools outside of the pre-arranged meet ups which will be arranged through Google Classroom. If you need to contact staff for any reason you will do so via email as normal.
- Screenshots, photos or recordings of Google Meets must not be made.

We will ensure that:

- No staff member will contact you or your child using Google Meet outside of any pre-arranged meetings and if they do need to contact you they will arrange to do so with you via email or telephone call.
- Teachers will ensure appropriate security settings are in place for the meeting. They will ensure that access is only granted to the expected registered users invited with a password or direct link. Screen sharing, file-sharing, annotation and chat will be restricted.
- Participants' audio or video may be muted until appropriate and they may be removed from the room if rules are not being followed.
- Teachers will stay in the meeting until everyone has 'logged off'.
- Teachers and any other adults on the call (or in the background) will use appropriate language / behaviour throughout the call.

8. Roles and responsibilities

8.1 Teachers

Teachers must be available between 8.30am and 4.30pm. 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.

Teachers are responsible for:

› Setting work:

- Teachers will set work for the pupils in their classes.
- The work set should follow the usual timetable for the class had they been in school, wherever possible
- Work will be shared with children and parents via Google Classroom
- Teachers will be entitled to Planning, Preparation and Assessment (PPA) time as usual

› Providing feedback on work:

- Reception: the day's learning should be submitted via Google classroom, usually as photographs or videos
- KS1 & KS2 – Assignments should generally be submitted via Google Classroom, either as an online activity or as a photograph or video. Sometimes assignments will be done and submitted via other online platforms such as Purple Mash or Charanga Yumu
- Learning submitted by 3.00pm will generally be responded to by the following day
- Learning submitted later in the day will be responded to by the end of the week

› Keeping in touch with pupils and parents:

- Contact with pupils will be maintained via Google Classroom, Google Meet, or Purple Mash or email
- Contact with parents will be maintained via email or phone call, or where appropriate a Google Meet
- Teachers will not be expected to respond to emails outside working hours.
- Any general concerns or problems regarding the learning being set should be shared, in the first instance, with the class teacher
- Technical support is available for parents via our IT support provider, 123ICT
- Any safeguarding concerns should be referred immediately to the Designated Safeguarding Lead (DSL), Mrs Lucy Miles, or one of the Deputy DSLs, Mrs Sarah Butler or Mrs Amanda Munson
- If there is a concern around the level of engagement or motivation of a pupil/s parents should be contacted via phone or email to assess what can be done to support motivation and engagement

8.2 Teaching assistants

Teaching assistants must be available during their normal working hours, which is generally between 8.40am and 3.15pm. 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, under the direction of the class teacher or SENDCo

8.3 Subject leads

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

- › Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- › Working with teachers teaching their subject to make sure work set is appropriate and consistent
- › Alerting teachers to resources they can use to teach their subject

8.4 Senior leadership team

Alongside any teaching responsibilities, senior leaders are responsible for:

- › Coordinating the remote learning approach across the school
- › Monitoring the effectiveness of remote learning – via regular meetings with teachers and subject leaders, reviewing work set or on the basis of feedback from pupils and parents
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations

8.5 Designated safeguarding lead

The DSL is responsible for:

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

8.6 IT support team

Our IT support team are responsible for:

- › 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

8.7 Pupils and parents

Staff can expect pupils to:

- › Be contactable during the required times – although consider they may not always be in front of a device the entire time
- › Try their hardest to complete work set by their teachers to the best of their ability, and to hand it in on time wherever they can
- › Seek help if they need it, from teachers or teaching assistants
- › Alert teachers if they're not able to complete work or are having difficulties
- › Follow the timetable provided, to help maintain independence and structure to their learning

Staff can expect parents 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 or if their child is struggling
- › Be respectful when making any complaints or concerns known to staff

- › Avoid taking part in the Meets with their children, apart from where it is necessary to do so, to encourage independence and emulate learning in the classroom as far as possible

8.8 Governing Body

The governing body is responsible for:

- › Monitoring the school's approach to providing remote learning to ensure education for children both at home and at school remains as high quality as possible
- › Monitoring the impact of the school's approach to remote learning provision on staff workload
- › Ensuring that staff are certain that systems are appropriately secure, for both data protection and safeguarding reasons

9. 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 or SENDCO
- › Issues with behaviour or engagement – talk to the Headteacher
- › Issues with IT – talk to IT support team, 123ICT
- › Issues with their own workload or wellbeing – talk to the Headteacher
- › Concerns about data protection – talk to the Data Protection Officer
- › Concerns about safeguarding – talk to the DSL

10. Data protection

10.1 Accessing personal data

When accessing personal data, all staff members will:

- › Access parent contact details via Integris using a secure password
- › Access data via Office365 cloud service
- › Use school laptops where available, rather than personal devices

10.2 Sharing personal data

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

10.3 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
- › Keeping operating systems up to date – always install the latest updates

11. Safeguarding

Please see the 2020 Child Protection Policy, with Covid Addendum, found on the school website.

12. Monitoring arrangements

This policy will be reviewed termly by Mrs Lucy Miles. At every review, it will be approved by the full Governing Body.

13. 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
- › ICT and internet acceptable use policy
- › Online safety policy