<u>Southill Primary School</u>

Remote learning policy

Approved by:	Governing Body	**Date:** 04 January 2020
Last reviewed on:	11 November 2020	
Next review due by:	20 January 2021	

Contents

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

2. Roles and responsibilities

As the coronavirus pandemic continues to spread through our community, the school has had to close to the majority of its pupils, remaining open only to those considered vulnerable or whose parents are critical workers. A real and concerning issue is the amount of education that can be missed in these situations, leading to pupils becoming disadvantaged by falling behind.

To answer this concern, Southill Primary School has developed this Remote Education Policy to make sure pupils can maximise the remote education opportunities offered by the school while the school is closed.

2.1 Teachers

When providing remote learning, teachers will be available to contact via email. It must be remembered that teachers may also be at school teaching vulnerable children or those of critical workers and so may only be able to respond to emails intermittently.

With this in mind, the class teacher will be available from 9am – 3pm for parents to contact with remote learning questions or concerns.

If teachers are 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:

a. Setting work:

- Learning will usually be set for a whole class. There may be some amendments made for individual children, such as those with special educational needs
- Work will be provided of an equivalent quantity to that taught in class on a normal day, ie:
  - a hour's writing
  - an hour's Maths
  - an hour's topic learning from Cornerstones
  - reading
  - parents will also be asked to organise some sort of physical activity for their child.

  Total time spent on home learning in this way per day should therefore be around:

  - 2.5/3 hours for Reception children
  - 3 hours for KS1 pupils
  - 4 hours for KS2 pupils

- Home learning will be set by 9am each day
- Home learning tasks will be posted on the Google Classroom platform, to which all children have been given a username and password

- Children who do not have a device at home to easily access the home learning tasks can request a school chromebook for the duration of the isolation period
- At least one piece per day will be expected to be completed and returned the same day. There will be no expectation that it will be handed in by a certain time - we would like to allow parents to be flexible in how they organise children's learning
- Providing feedback
- A range of learning will be set, not all of it requiring feedback. Teachers will choose which tasks will need to be sent back through Google Classrooms for marking. At least one piece of feedback will be sent to pupils by the teacher each day.
- All feedback, deadlines, etc will be communicated to the pupil/parent via the pupil's Google Classroom, with a follow-up by email or phone call to a parent if necessary

b. Monitoring pupils' learning and engagement:

- Teachers will set a number of assignments with due dates for return each week. In this way, teachers can monitor the extent and depth of children's learning as well as making sure pupils are engaged with the platform and completing set tasks regularly
- Pupils, or their parents, should message school through Google Classroom in the first instance to ask questions or comment on set tasks
- If pupils and/or parents wish to email queries or seek other information, they should be kept to within the working hours described earlier in this policy
- When work isn't being regularly completed, teachers and/or the Headteacher will make phone calls to parents to learn more about the difficulties the child is facing at home
- Teachers will arrange occasional video meetings with children who have not attended school in order to keep up with any needs they may have while learning remotely.

c. Virtual lessons and meetings

- School is developing the ability to hold virtual lessons and meetings with classes and expect to be doing more of this through the Spring Term closure

2.2 Teaching assistants

During the period of school closure, Teaching Assistants will be expected to work their normal hours in school.

If a TA is 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:

- assisting the learning of children as designated by the class teacher
- supervising the class while teachers prepare and set learning activities via the Google Classroom platform
- supervising the children at break on a rota system

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Alerting teachers to resources they can use to teach their subject remotely - where they can

2.4 Senior leaders

Senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Dealing with any problems that may arise in the operation of the remote learning platform
- Monitoring the effectiveness of remote learning through regular check-ins with teachers, and with some parents and pupils
- Gathering feedback on the platform's use and sharing good practice
- Following-up on concerns around pupils who may not be completing work properly, or who may be engaging with their learning in an unsatisfactory manner
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for all safeguarding concerns that arise during the period of the partial school closure.

- MyConcern should be used by staff in the usual way to report concerns
- School staff should refer to the Child Protection Policy and the Remote Education Addendum

2.6 IT staff

Our IT technician will, where possible and as working hours allow:

- Fix issues with systems used to set and collect work
- Help staff and parents with any technical issues
- Prepare school devices for loan to parents
- Reviewing the security of remote learning systems and flag any data protection breaches to the data protection officer
- Assist pupils and parents with accessing the internet or devices

2.7 Pupils and parents

Staff can expect pupils who are learning remotely to:

- Be contactable between 9am and 3pm – although consider they may not always be in front of a device the entire time
- Complete work to the deadlines set by teachers
- Seek help if they need it from their teacher
- 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

2.8 Governing board

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure the standards of education remain high
- Ensuring that senior leaders 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 headteacher.

4. Data protection

4.1 Accessing personal data

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

- Use the Google Classroom platform for the majority of communications
- Make sure email addresses are not copied to other parents (i.e. using the BCC field)
- Make specific requests to the school office
- Maintain high levels of security when using personal computer equipment to set work and access personal data (see section 4.3)

4.2 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.

4.3 Keeping devices secure

All staff members will take appropriate steps to ensure their own 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 any portable hard drives or USB sticks are encrypted – this means if the device is lost or stolen, no one can access any stored files e 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 up-to-date antivirus and anti-spyware software
- Keeping operating systems up to date

5. Safeguarding

All staff should know, understand and follow the procedures of the:

- Southill Child Protection Policy
- Coronavirus Addendum

6. Monitoring arrangements

This policy will be reviewed by Paul Mason, Headteacher, once every term..

At every review, it will be put before the full governing body for approval.

7. Links with other policies

This policy should be considered alongside 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 Acceptable Use of IT policy
- Online safety policy