ST JOHN THE BAPTIST C of E PRIMARY SCHOOL

FINDON

REMOTE LEARNING POLICY

Reviewed:	January 2021
Next Review:	
Responsibility:	Standards & Curriculum
Category:	LA/SCH

Contents

Statement of intent

At St John the Baptist Primary School, we understand the need to continually deliver high quality education, including during periods of remote working – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection
- Ensure pupils unable to attend school remain fully included within the school community.
- Continue to ensure that every child receives the best education the school can provide them.
- Ensure that remote education is integrated in the curriculum so it is an essential part of the school curriculum, alongside classroom teaching, or in the case of a local lockdown.

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available to parents and children between 8.30am – 5.00pm however, this will need to be balanced with the fact that teachers will be supervising and teaching vulnerable children and those of critical workers during the school day.

If they 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, contacting the school by 7am.

When providing remote learning for whole class purposes, following closure of a bubble or a lockdown, teachers are responsible for:

Setting work:

- Teachers will provide learning for their current class consisting of maths, English, phonics (KS1) and topic work. (KS1 – see appendix 1, KS2 – see appendix 2).
- Teachers will use resources provided by the Oak National Academy, White Rose Maths and BBC Bitesize, as well as other resources identified by school curriculum leaders.
- Teachers also have the capability and freedom to create their own live or recorded sessions and are encouraged to do so for the benefit of the children.
- The work will be set daily and will be available by 9.00am on the Google Classroom.
- Year R will have weekly work set through Tapestry.
- Teachers will reinforce the guidance from the DfE to both parents and children and make clear the expectations for engaging with home learning.

Providing feedback on work:

- Pupils can email work to their class teachers. Work will be reviewed by the class teacher and appropriate feedback will be given, such as, private comments, general comments on the stream, annotations on work or provision of answer sheets.

Keeping in touch with pupils who are not in school and their parents:

- In the case of a national or local lockdown which leads to the closure of a class or the school, teachers will use a combination of live 'catch-up' sessions and phones calls to support emotional well-being, deal with work issues and provide social contact virtually for the children.
- Vulnerable pupils' engagement will be monitored and followed up as necessary by class teachers and SLT.
- In the event of behavioural issues, such as a pupil failing to complete work, the parent will be contacted by the class teacher and reminded of the DfE and school expectations for home learning.
- When undertaking live sessions, staff:
  o Will adhere to the same dress code detailed for in-school working hours.
  o Will be mindful and vigilant of their live or video recording locations (e.g. avoid areas with background noise, nothing inappropriate in the background).
  o Will ensure two members of staff are present.

KS1 & 2 remote learning expectations in the event of individuals needing to be isolated at home whilst the class and class teacher remains in school, or if a class teacher is too unwell to set work:

- Work is available on the school website under 'Children's Zone' within each class heading which can be used in the short term.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between their normal working hours.

If they 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 assisting with remote learning in the event of a whole class lockdown, teaching assistants are responsible for:

- Supporting teachers with regular communication with the children and parents.
- Supporting pupils who are not in school with learning remotely.
- When requested, will liaise with class teachers to support planning and resourcing differentiated learning.

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Monitoring the remote work set by teachers in their subject –through discussion with teachers or by reviewing work set on Google Classroom.
- Alerting teachers to resources they can use to teach their subject remotely.

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

If the class teacher is unwell and unable to lead remote learning, work is available on the website, in the short term. SLT will take steps to ensure that children are able to access remote learning.

2.5 Designated safeguarding lead

The DSL is responsible for:

- Safeguarding concerns, including those related to Remote Learning - please refer to the Child Protection and Safeguarding Policy including Annex January 2021.

2.6 IT

With the support of JSPC, staff are responsible for:

- Fixing issues with systems used to set and collect work.
- Helping staff and parents with any technical issues they are experiencing.
- Reviewing the security of remote learning systems and flagging any data protection breaches to the Data Protection Officer.
- Assisting pupils and parents with accessing the internet or devices
- Working to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff.

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – 8.30am – 3.15pm although they may not always be in front of a device the entire time.
- Complete work to the deadline set by teachers.
- Seek help if they need it, from teachers or teaching assistants.
- Alert teachers if they are 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 cannot complete work.
- Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff.

2.8 Governing body

The governing body 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 (including; setting work, behaviour, IT, workload, data protection or safeguarding) they should contact the SLT.

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes:

- Teachers are able to access parent contact details via school office. Do not share any details with third parties.
- School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.
- Any other device used will conform to normal security arrangements such as password protection and vigilance with devices.
- Any personal data that is accessed by any device will not be saved on the device and will be accessed via Google Drive and/or the Remote Desktop set up.

4.2 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 anti-virus and anti-spyware software.
- Keeping operating systems up to date – always install the latest updates.

5. Safeguarding

Please refer to Child Protection and Safeguarding Policy.

6. Monitoring arrangements

This policy will be reviewed by the Remote Learning Lead as and when updates to home learning are provided by the government. Following each review, it will be approved by the governing body.

7. Links with other policies

This policy is linked to our:

- Behaviour policy.
- Child Protection & Safeguarding policy and the coronavirus addendum to that policy.
- Data Protection policy and privacy notices.
- Home-school agreement.
- ICT and E-Safety & Acceptable Use of the Internet policy.