Belonging, Believing; Together Succeeding.

Policy: Remote Learning Policy

Date Reviewed by Staff:	08/10/2020
FGB	09/12/2020
Next Review Date:	September 2021

Barrington Church of England Primary School
Remote Learning Policy

Our Vision

Our vision as a Church of England primary school, deeply rooted in a strong Christian tradition, is to develop happy, young people with enquiring minds, a lifelong love of learning, respect for themselves, others and the environment so that they will have the skills, resilience and adaptability to thrive in a rapidly changing world.

1. Aims
This Remote Education Policy aims to:

- Outline the school's approach to educating pupils who will not be attending school, as a result of government guidance or the closure of a bubble

- Make clear our expectations of staff who are self-isolating but healthy and able to continue planning, teaching and assessing pupils' work

- Ensure that remote education is offered as soon as it becomes necessary

- Ensure consistency in the approach to remote learning for all pupils, including those with SEND, who aren't in school through use of quality online and offline resources

- Provide clear expectations for members of the school community with regards to delivering high quality interactive remote learning

- Include continuous delivery of the school's broad curriculum, as well as support of pupils' well-being

- Ensure that pupils learn new facts and concepts, as well as reinforcing prior learning

- Ensure that pupils engage in learning they would have completed had they been in school as normal

- Ensure that online tools used enable appropriate interaction with pupils, the assessment of their work and the provision of feedback

- Provide training for staff about the appropriate use of online platforms so that pupils and staff are effectively safeguarded and that data protection guidelines are adhered to

- Support effective communication between the school and families so that parents and pupils can access and make the best use of resources

- Ensure that pupils who lack any necessary equipment have this sourced for them

2. Who is this policy applicable to?

- Children who are absent because they are awaiting test results and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal. Individual pupils who are unable to attend will be supported on a case-by-case basis by providing them with work which will broadly mirror that being taught to the rest of the class who remain in school

- Children who are part of a whole bubble which is not permitted to attend school because a member of their bubble has tested positive for Covid-19.

3. Resources

Resources to deliver this Remote Education Plan include;

- Online tools/school subscriptions
- Staff CPD; including school membership of The National College
- Information for parents; school website, Google Classrooms, weekly newsletter email
- Books and other physical learning materials

The detailed remote learning planning and resources to deliver this policy can be found on the class pages of the school website and class pages on Google Classroom:

- Model timetable and structure for remote learning

- Any downloadable, printable resources

- Links to any online resources

- Curriculum resources/maps/plans including for subjects other than English and mathematics

4. Approaches to Learning: Our Principles

The following principles, informed by the DfE's requirements in respect of remote learning, underpin our approach:

- Planning will be informed by the feedback from previous remote learning

- Pupils will study a broad range of subjects, covering the national curriculum.

- Pupils will learn new facts and concepts, as well as completing activities that reinforce their prior learning.

- Those who cannot attend school will access similar learning to that which their bubble is completing within school

- Activities will be varied and not solely consist of 'screen time'.

- Teachers will have access to a wide variety of resources to share remotely.

- Families will be sent links to enable them to join remotely with school collective worship session to help support the children to feel connected with school.

All pupils will have access to the resources they need to learn. We will ensure this by

- Teachers will communicate the purpose of activities and their success criteria for pupils, by ensuring this is clear in child friendly language on every task.

- Pupils will access remote learning resources as part of in-school delivery, so that they become used to these ways of working, by using Google Classroom in Computing lessons.

- Google Classroom is used for all children's homework to ensure that they are used to accessing the system at home.

- SEND will not be a barrier to accessing the curriculum at home, because the school will work in partnership with families.

- COVID catch-up funding will be used effectively to…

- Staff workload will be managed by regular review meetings, team work and monitoring staff work life balance.

- Leaders will measure engagement in remote learning by a weekly class audit of children accessing Google Classrooms and returning completed tasks to their class teachers and use this information to review provision, make changes and provide support for individual families as necessary.

5. Working with Parents

We are committed to working in close partnership with families, and providing remote learning in different ways when that is necessary to suit the needs of particular pupils, such as those who have special educational needs and disabilities (SEND)
We will provide guidance to parents on how to use…
Resources will be shared with pupils and parents via…

We would encourage parents to support their children's work, and to establish a routine based around the school day wherever possible.

Should parents be unable to access online work for any reason, they should contact their child's teacher or the school office so that other arrangements can be made.

All children sign an 'Acceptable Use Policy' at school which includes e-safety rules. This applies when children are working on computers at home.

6. Roles and responsibilities

Senior and subject leaders

We are a small school and every member of staff has multiple subject leadership responsibilities. To ensure staff workload is manageable, we will monitor subject coverage as a staff, working as a team we will be responsible for:

- Adapting schemes of learning so that teachers are aware of how the intended key components can be taught remotely

- Co-ordinating the remote learning approach across the school including monitoring pupils' engagement

- Ensure consistency across the subject

- Monitoring the effectiveness of remote learning.

- Ensuring that staff, pupils and parents benefit from appropriate guidance about remote learning

- Ensuring that resources fully support teachers and pupils so that remote learning can take place without hindrance in this respect

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Teachers

Teachers have been provided with the necessary training on how to use Google Classrooms.

When providing remote learning, teachers must be available during their normal school 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:
    - Teachers will set work for the pupils in their class.
    - The work set should follow the usual timetable for the class had they been in school, wherever possible
    - Teachers will set work using Google Classrooms
    - Daily English and mathematics work and one other subject

- Providing feedback on work:
    - Completed work will be returned to staff by pupils using Google Classroom.
    - Feedback will be provided in ways that mirror feedback provided to pupils in the classroom; class feedback on tasks that shapes subsequent lessons, whole class feedback on tasks.

- Keeping in touch with pupils who aren't in school and their parents:
    - Teachers are expected to make weekly contact, via Google Classroom.
    - If there is a concern around the level of a pupil's engagement, the teacher should inform the headteacher.
    - Teachers should only use their school email address or Google Classroom to communicate with parents and pupils.
    - Teachers should check emails daily and should respond to all parents within 24 hours, if it is a day they are working. If the matter cannot be resolved within that period, the teacher will acknowledge the email and explain to the parent the reasons for the delay and the actions they are taking
    - Where a family displays difficult behaviour or is unable/unwilling to comply, teachers will contact the headteacher

- Teachers will respond promptly to requests for support from families at home, by passing the request to the headteacher
    - Any complaints or concerns shared by parents or pupils should be reported to the head; for any safeguarding concerns, refer immediately to the DSL.

- Staff who are required to self-isolate are expected to:
    - Follow the normal reporting procedure for planned absence
    - Obtain a test and share the result of it with school so that appropriate plans can be made
    - If unwell themselves, teachers will be covered by another staff member if possible. Planning and other activities will not be undertaken until the teacher is fit for work.

Teaching Assistants

Teaching assistants must be available during their usual 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.

During the school day, teaching assistants must complete tasks as directed by a member of the SLT. The following tasks/roles are examples and do not constitute an exhaustive list:

- Cover in other areas of the school as directed by the Headteacher

- Assisting the class teacher with supporting pupils

- Preparing home learning resources

- Undertake remote and/or online CPD training

- Attend virtual meetings with colleagues

- Completion of work that accords with school improvement priorities

Designated safeguarding lead

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

The SENCO

Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.

- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with other professionals and organisations to make any alternate arrangements for pupils with EHC plans and IHPs

- Identifying the level of support required by pupils

The Finance Officer

- Ensuring that the school has adequate insurance to cover all remote working arrangements.

IT Support

IT technicians are responsible for:
- Fixing issues with systems used to set and collect work

- Helping staff 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

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

- Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- Wherever possible, maintain a regular and familiar routine, making reference to the model timetable.

- Support their children in their reading as far as they are able, so that they continue to read their home reading book or access online reading resources.

- Support their children's work as far as they are able, by discussing the work together and making appropriate plans for its completion. This can include providing a suitable place to work and encouraging their children to focus

- Make the school aware if their child is sick or otherwise cannot complete work, or if the online platform does not work on their devices, whereupon alternative resources will be offered.

- Seek help from the school if they need it, communicating with class teachers by email or by contacting the school office via phone or email.

- Be respectful when making any complaints or concerns known to staff

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

7. Personal Data

Staff members may need to collect and/or share personal data, such as information on pupils' attainment or their contact details. This is necessary in furtherance of the school's official functions and therefore individuals will not need to provide authorisation for this to happen. However, staff are reminded to collect and/or share as little personal data as possible online, and should speak to the head if they are unsure. Teachers and teaching assistants will not store pupils' personal data on their own electronic devices.

8. Keeping Devices Secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes but is not limited to:

- Using strong password protection, with passwords that are at least 8 characters, with a combination of upper and lower case letters, numbers and special characters

- Ensuring the hard drive is encrypted, so that if the device is lost or stolen the files on the hard drive cannot be accessed by attaching it to a new device

- Making sure the device locks automatically if left inactive for a period of time

- Not allowing family or friends to use the device

- Storing the device securely to avoid theft

- Ensuring that anti-virus and anti-spyware software is up to date

- Installing updates to ensure that the operating system remains up to date

9. Safeguarding

Staff should ensure that all safeguarding concerns are reported immediately to a safeguarding officer. If you are unable to contact someone and it is an urgent matter, speak to a member of the senior leadership team. All safeguarding policies and procedures continue to apply. Please follow the guidance that you were given during the annual update training on

Staff must ensure all communication with parents and pupils is conducted through the school email following normal guidance and ensure this remains professional.

10. Expectations of staff during online meetings

When attending virtual meetings all staff should follow expected professional standards in relation to:

- Dress code

- Location, e.g. avoid noisy areas, nothing inappropriate in the background, taking steps to avoid breaches in confidentiality and disturbances from family members.

11. Links with other policies and development plans

This policy is linked to our:

- Safeguarding

- Behaviour policy

- Child protection policy

- Data protection policy and privacy notices

- Online safety acceptable use policy