



Remote learning policy

Written by:	Lee Radmore and Emiley Davies	Date Created: September 2020
Approved by:		Date:
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1. Aims

Remote learning will be provided for pupils that are not able to attend school due to school closure, self-isolation or in line with government guidelines. Google Classroom will be used as the learning platform in order that children may submit work and receive feedback from their teacher.

This remote learning policy 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

2. Roles and responsibilities

We realise that the circumstances that cause our school to close will affect teachers, parents and children in a number of ways. In our planning and expectations, we are aware of the need for flexibility from all sides:

- Parents may be trying to work from home so access to technology as a family may be limited;
- Parents may have two or more children trying to access technology;
- Teachers may be trying to manage their home situation and the learning of their own children;
- Systems may not always function as they should.

An understanding of, and willingness to adapt to, these difficulties on all sides is essential for success.

2.1 Teachers

Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, schools have the statutory responsibility to provide immediate high-quality remote education in line with the government guidance and legislation. When required, the school will provide home learning immediately on Google Classroom or as printed packs.

Teachers will prepare eight days of learning for individual children if they need to self-isolate. These packs should be differentiated, drafted on Google Classroom and some photocopied ready to send home immediately for children who don't have access to IT equipment.

In the event of a local lock-down or bubble isolation, the class teachers will take responsibility for providing home learning on Google Classroom. If the class teacher is unable to do this due to sickness, the Year Group Leader will liaise with SLT to arrange cover. Home learning will be monitored and responded to daily in order that pupils receive high quality feedback.

When providing remote learning, teachers are responsible for:

- Writing daily stream posts in the event of school/bubble closure:
 - The posts should open a conversation thread for pupils in the class.
 - The stream should be monitored.
 - Children should only be able to comment and should not be able to initiate their own stream posts.
 - Posts can be scheduled for the week.
 - If a pupil makes a comment that needs to be removed, it can be deleted by the class teacher. See the behaviour policy for the consequence of inappropriate comments.
 - If an individual pupil is self-isolating, it is not necessary to write daily stream posts as they will receive daily feedback on work.
- Setting work in the event of school closure:

- Daily maths, writing and reading lessons to be uploaded as assignments. These should be in-line with the curriculum sequence at the time of closure and be meaningful and ambitious.
 - One foundation subject assignment should be uploaded per day. The subjects should be rotated in order to ensure full coverage.
 - The curriculum should remain well-sequenced in order to build upon knowledge and skills.
 - Work should be uploaded daily. If the bubble/school closes in the morning; learning will be provided for that day. If closed after lunchtime; learning will be provided for the following day)
 - Assignments should be organised and labelled carefully with subject and date.
 - Instructions should be clear and concise as we are mindful of our demographic for those with English as an additional language (EAL).
 - Assignments should be varied with opportunities to complete online tasks, take quizzes and upload photos of work completed on paper.
 - As much as possible, children should be encouraged to work away from the computer screen in homework books. Assignments that allow the children to draw, make, demonstrate etc. where work can be submitted as an upload of a photo or video would also allow for this.
 - Work such as Oak Academy, White Rose Maths, BBC Bitesize videos and external quizzes may not always have evidence of written outcomes for children to submit. This is in-line with the current teaching and learning policy which states that children are not expected to have written outcomes for every lesson.
 - Lessons may be set by one teacher in the year group and shared across classes but should be marked by the class teacher (unless they are unwell, whereby the Year Group Leader will make alternative arrangements in liaison with SLT).
 - Daily Live lessons via Zoom will be provided. Two lessons daily for KS2 and KS1 and one for EYFS. Recorded video lessons may also be prepared where Oaks Academy or White Rose videos are not available.
 - When teachers present a live lesson via Zoom or record a video they should be dressed professionally, be in a quiet place with a plain background, avoid any interruptions and adhere to e-safety procedures. All live Zoom sessions with children will be recorded and kept securely for safeguarding. Children and parents must follow the school's Zoom Code of Conduct.
 - Children in isolation may not have access to online resources and may require packs to be printed for collection these will be produced on a weekly basis. Laptop loans are available on request for Pupil Premium and vulnerable children.
- Providing feedback:
 - Teachers working in school are expected to monitor their classroom at least every other day in order to provide feedback. Teachers working at home are expected to monitor Google Classroom and provide daily feedback.
 - Every piece of work should be acknowledged.
 - We do not use the Google Classroom grading system – teachers should write a short comment of praise in line with the marking policy. In order that the feedback is personalised, it should be written as a private comment on the child's work. Feedback may also be provided with comments in the document allowing for them to be specific to the area for improvement/praise, this is not necessary for every piece of work.
 - During live sessions teachers should provide opportunities to gauge how pupils are progressing and understanding the curriculum through questioning. Teaching should be adapted in terms of pace and difficulty from the findings of this assessment in line with the Teaching and Learning policy.

- Keeping in touch with pupils who aren't in school:
 - Children who are not accessing Google Classroom should be phoned daily to encourage them to use the learning platform. SLT will follow up any children who do not engage.
 - All families should be contacted fortnightly to check on well-being and praise the work completed on Google Classroom.

2.2 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Checking the home learning provided to ensure that it is high quality and consistent across year groups. Four SLT members to monitor a phase each in the event of school or bubble closure. In the case of an individual self-isolating, year group leaders will monitor
- Monitoring the effectiveness of remote learning by reviewing the number of pupils completing work and phoning those not engaging, the quality of work being completed and liaising with teachers about the impact of Google Classroom
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.3 Technical support and Admin

Are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're experiencing
- Assisting pupils and parents with accessing the internet or devices

2.4 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during most of the school day – although consider 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
- Alert teachers if they are not able to complete work
- Maintain the school values when commenting and conversing on the streams
- Follow the school's Zoom Code of Contact

Staff expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise cannot complete work
- Be respectful when making any complaints or concerns known to staff
- Follow the school's Zoom Code of Conduct
- Alert the school of any technical difficulties
- Encourage their child to complete as much of the work set as possible

3. Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting work – SLT member assigned to the year group and the SENDCo
- Issues with behaviour – SLT member assigned to the year group
- Issues with IT – talk to Michaela Cutler or Lee Radmore
- Issues with their own workload or wellbeing – SLT member assigned to the year group
- Concerns about data protection – Pam Porter
- Concerns about safeguarding – talk to Abdul Muquith or any of the deputy designated safeguarding leaders.

4. Data protection

4.1 Accessing personal data

- Staff will not have access to the personal log-in details for the children and must request this from Michaela Cutler or Lee Radmore
- Staff must ensure that any devices used to access Google Classrooms are password protected

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 antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates
- Staff should be aware of the guidelines set in the acceptable use policy

5. Safeguarding

- If a child makes a disclosure through virtual/online learning platform the class teacher is to report this concern to DSL/DDSL and record onto CPOMS.
- All teachers provide year group specific SMART E-safety rules for children to adhere to, so that they are able to keep themselves safe online at home.

NB Teachers will be closing the stream conversations on Google Classrooms during school holidays and will not be monitoring them.

6. Links with other policies

This policy is linked to our:

- Behaviour policy and coronavirus addendum
- 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
- Zoom Code of Conduct
- Online safety policy
- Marking policy

7. Monitoring arrangements

This policy will be reviewed _____ by _____.

At every review, it will be approved by _____