GREAT CHART PRIMARY SCHOOL

Remote Learning Policy

September 2020

Our vision is to create a school community where children participate, succeed and are proud of their achievements. We strive to actively promote British values and prepare our children to become role models, thus preparing them for life in modern Britain. It is our belief that children come to Great Chart Primary School to be happy, successful and to be the best they can be. Our core values are: Respect, Aspiration, Responsibility, Resilience, Independence and Kindness.

Contents

Remote learning will be provided for pupils who are self isolating/ shielding or due to a Local or National lockdown.

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

2.1 Teachers

When providing remote learning, teachers are responsible for:

- Setting work :
    - o Teachers will be responsible for setting work for a child or their own class but may on occasions be asked to support other classes or children.
    - o Teachers will be expected to set English and Maths activities alongside other subjects that would be covered in class.
    - o If possible, teachers should set the work ready for the children to access by first thing in the morning.
    - o Teachers will set work on Google Classroom (Years 1-6) and Tapestry in EYFS.
    - o Teachers should coordinate with their partner teacher, to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work
    - o Clear explanations must be given
    - o Teachers must continue to scaffold learning
    - o Teachers may direct pupils to lessons using various websites such as BBC Bitesize and Oak National Academy.
- Providing feedback on work – cover details like:
    - o Teachers must mark all work set where possible and give written feedback to children.
- Keeping in touch with pupils who aren't in school and their parents:

- Teachers must stay in contact with pupils via the Google Classroom and GMail. If pupils do not seem to be accessing their work then teachers must try and contact parents to discuss any issues. If contact cannot be made this must be logged on CPOMS as a cause for concern.
- Parents should email via the school office but pupils may email teachers during school hours.
- Teachers may make telephone calls to pupils to speak to them during long periods of absence.
- As an alternative to a phone call, teachers can use Google Meet to speak to individual children. They must ensure the child's adult is there too.
- Any complaints or concerns should be handled by following guidance in our Child Protection Policy or Complaints Policy.
- If holding live virtual meetings then staff should-:
  - Be dressed appropriately.
  - Choose a suitable location taking into account the background/noise etc

If teachers are also working in school, then the children accessing remote learning will need to be aware of this and any queries may need to be answered at break or lunchtimes. Where possible the same work should be set that will be covered in class.

When providing remote learning during a lockdown or for a large number of pupils (when teachers are not teaching), teachers must be available between normal school hours of 8.20am and 3.00pm.

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.

A copy of our Remote Learning Expectations for pupils and parents has been sent out to all families and is available on the website and will be shared with staff and governors.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants are responsible for:

- Collating packs of activities for those children that do not have internet access.

2.3 Subject Leads

Alongside their teaching responsibilities, 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 remotely to make sure all work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Monitoring the remote work set by teachers in their subject by reviewing work set
- 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 through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents

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

2.5 Designated safeguarding lead

The DSL is responsible for:

- Ensuring staff follow up any safeguarding concerns and log on CPOMS for the DSL to action.
- Contacting parents of any vulnerable children

2.6 IT staff

IT staff 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 remote learning systems and flagging any data protection breaches to the data protection officer

- Assisting pupils and parents with accessing the internet or devices

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during 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 or teaching assistants

- 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 – if you know of any resources staff should point parents towards if they're struggling

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

2.8 Governing board

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, they should contact the following individuals:

- Issues in setting work – talk to the relevant subject lead or SENCO.

- Issues with behaviour – talk to the relevant head of phase or year.

- Issues with IT – talk to IT staff (Shelley Bowman or Jo Willemse and log any problems on the school reporting system).

- Issues with their own workload or wellbeing – talk to a member of SLT.
- Concerns about data protection – talk to the data protection officer, Lucia Page.
- Concerns about safeguarding – talk to one of the DSLs

4. Data protection

4.1 Accessing personal data

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

- Access any data on Google Drive, ensure you have correct permissions when sharing personal data.
- If using your own devices to access Google Drive or G-Suite you should ensure it is on a device that can be secured with passwords and locks after a small amount of time.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such 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 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
- Keeping operating systems up to date – always install the latest updates

5. Safeguarding

Please see our updated Child protection Policy for more information on Keeping Children safe.

6. Monitoring arrangements

This policy will be reviewed annually by Jo Willemse (DSL - Online Safety. At every review, it will be approved by the governors and SLT.

7. 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 (GDPR)

- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy