

Barleyhurst Park Primary School



Remote Learning Policy

Approved on behalf of Governors.

Date: 28th January 2021

Claire Davidson , Chair of Curriculum and Standards Committee



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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 must be available between 9am and 3pm. Teachers should ensure they take a lunch break.

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 providing remote learning, teachers are responsible for:

- Setting work
 - Setting work for all levels of ability within their own class, differentiated appropriately
 - Setting work for all subject areas in line with the topic set
 - A daily English and maths task will be set alongside a variety of activities for the foundation subjects
 - Work should be available on Google Classroom for pupils by 9am each morning
 - Work must be set in-line with the school's planning and, where applicable, teachers within bubbles should collaborate on setting topic work to ensure consistency.
- Providing feedback on work
 - Pupils should submit their work to the class teacher by 4pm each day so that subsequent planning can be amended if necessary
 - Teachers will feedback to children in a variety of ways
 - Teachers will contact parents if they have any concerns about work or if work is persistently not returned on time



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- Teachers will inform the DSL immediately if any safeguarding issues arise.
- Keeping in touch with pupils who aren't in school and their parents
 - A child not in school should have regular contact with their class teacher. This may be done through Google Meets or a phone call, whichever is appropriate in the situation
 - ✚ If a whole class is isolating, two Google Meets sessions will be held per day, these will be identified on the daily timetable
 - ✚ Parents/ pupils can post a comment onto Google Classroom stream or particular task, if they have any queries about the work that has been set.
 - Attending virtual meetings with staff, parents and pupils
 - ✚ Staff will ensure they are dressed appropriately
 - ✚ Staff will ensure that they are located in a space with limited background noise, and with no inappropriate items in the background or items of a personal nature that give pupils access to a teacher's personal life e.g. photos of family holidays etc.
- Balancing teaching in-school and providing remote learning to pupils at home
 - ✚ Where possible, work set in class needs to be shared with those working at home (with appropriate modifications). Teachers should not be creating two resources for each lesson
 - ✚ Documents used to support learning in class can be shared via Google Classroom.

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
- TAs will be available over Google Meets to support pupils with queries about work, using the chat feature to answer questions
- Level 3 TAs and HLTA will also support teachers with uploading work and interventions.

The class teacher will provide the TA with guidance of what activities to undertake when they are working in school but when other children are accessing learning from home.

2.3 Subject Leads and SENDCo

- As well as their teaching responsibilities, subject leads and the SENDCo are responsible for:
 - Considering whether any aspects of the 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
 - Monitoring the remote work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
 - Alerting teachers to resources they can use to teach their subject remotely



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2.4 Senior Leaders

- As well as any teaching responsibilities, senior leaders are responsible for:
 - Co-ordinating the remote learning approach across the school – this is led by the Deputy Head
 - Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders
 - Reviewing work set and securing feedback from pupils and parents
 - Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

2.5 Designated Safeguarding Lead (DSL)- the Headteacher

- The DSL is responsible for:
 - Implementing all aspects of the Safeguarding Policy including the Covid-19 update adopted by the Governing Body November 2020. This policy is on the school website.

2.6 Computing Subject Leader supported by Savvy IT

- The Computing subject leader will work closely with our Savvy IT computing support technician to:
 - Fix issues with systems used to set and collect work
 - Help staff and parents with any technical issues they're experiencing
 - Review 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
 - Complete work to the deadline set
 - 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
 - Be respectful when making any complaints or concerns known to staff.

2.8 Governing Board

- The governing board is responsible for:
 - Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
 - Ensuring staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons
 - Ensure that the systems in place are not placing a detrimental workload on teachers and senior leaders and thus causing a well-being issue.



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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 Deputy Head
 - Issues with behaviour – talk to the Key Stage leader
 - Issues with IT – talk to the Deputy Head
 - Issues with their own workload or wellbeing – talk to the Headteacher
 - Concerns about data protection – talk to the Headteacher
 - Concerns about safeguarding – talk to the DSL (Headteacher)

4. Data protection

4.1 Accessing personal data

- When accessing personal data for remote learning purposes, all staff members will:
 - Use Google Meets through the secure school connection
 - Use their school laptop or device only. Personal devices should not be used unless explicit permission is granted by the Headteacher.

4.2 Processing personal data

- Office staff will 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 will not 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)
 - Making sure the device locks if left inactive for a period of time
 - Not sharing the device among family or friends
 - Ensuring antivirus and anti-spyware software are installed
 - Keeping operating systems up to date – always install the latest updates.

5. Safeguarding

- The Safeguarding Policy including an addendum for practice during Covid-19 is available on the School Website. All staff are required to be familiar with this policy and to implement all aspects of guidance within it.

Monitoring arrangements

- This policy will be reviewed annually (or as required) by the SLT.

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6. 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
 - Home-school agreement
 - IT and internet acceptable use policy
 - E-safety policy