

Remote learning policy

Maple Primary School



Subject to full approval by: Staff and Governors

Date: November 2020

Next review due by: November 2021

Contents

1. Aims	2
2. Roles and responsibilities	2
3. Who to contact	7
4. Data protection	7
5. Safeguarding	8
6. Monitoring arrangements	8
7. Links with other policies.....	8

1. Aims

This remote learning policy 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 and child protection

2. Roles and responsibilities

In order to continue to educate and support those pupils who are well, but having to stay at home and self-isolate, class teachers will be uploading daily Maths and English tasks to your child's Google Classroom.

If the unfortunate situation arises that a whole class bubble is required to quarantine, or a local or National lockdown occurs, then class teachers will provide a full range of curriculum tasks and activities in line with age related expectations to your child's Google Classroom.

The Headteacher and Deputy Headteacher are responsible for ensuring that the Remote Learning Policy is implemented fully and reviewed in a timely fashion. Alongside this they will take overall responsibility for the welfare and safety of pupils through their Designated Safeguarding Lead (DSL) role.

We are mindful, however, that parents are in the best position to plan the approach to suit their child around the demands of their own schedule and their family unit as a whole.

2.1 Teachers

When providing remote learning for pupils **who are well**, but having to stay at home and self-isolate, class teachers are responsible for ensuring that:

- Maths, English and foundation subject tasks that have been completed in the classroom that day will be uploaded once school has finished (after 3.30pm) so that those children do not fall behind the children who are in school.

- Completed work will be marked and assessed, and feedback given, in line with the rest of the class.

If the work has been received through Google Classroom, the feedback will be through Google Classroom. If the work is received as a hard copy, either verbal or written feedback will be given as appropriate when the child returns to the classroom. Teachers cannot accept individual pieces of work sent in via another pupil.

It is important to note that in this scenario, it must remain a priority that teachers will be teaching throughout the school day and undertaking other in-school duties and supervisions. If children are in school, teachers will be supervising them at other times than in lessons, providing social and emotional support to individuals, liaising with colleagues and outside professionals to support individual children, contacting parents and planning, preparing and assessing learning.

If the unfortunate situation arises that **a whole class bubble is required to quarantine**, then class teachers - providing they are well - will provide a range of curriculum tasks and activities in line with age related expectations. This may include an age appropriate outline of the day - with tasks focused on: English (reading, phonics, and writing) and Maths followed by an additional foundation subject activity task.

Teachers will provide a mixture of online and offline activities recognizing that not all children will have access to online facilities at all times. Teachers **will not** be streaming lessons - in the case of pupil's self-isolating - or conducting live lessons in the case of lockdown.

To fully support our remote learning provision, teachers may make use of high quality professionally produced videos produced by Oak Academy, White Rose and others, accredited by the DfE and directly related to our curriculum. They will also upload their own short instructional videos to support and enhance learning where appropriate.

Teachers will not enter into communication through Google Classroom, but will address any questions / queries in an email via admin@maple.herts.sch.uk . Teachers will endeavour to answer questions / queries as soon as possible, but they may still have their full teaching commitment during school hours. Contact and response should only be made within working hours - staff will not be required to answer emails outside of working hours 08.00 to 18.00 Monday - Friday.

2.2 Teaching Assistants

When assisting with remote learning, Teaching Assistants will continue to be available during their contractual 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 assisting with remote learning Teaching Assistants are responsible for assisting in the production of resources for remote learning and/or supporting in an administrative capacity, or any other reasonable redeployment.

2.3 Subject Coordinators

Alongside their teaching responsibilities, subject coordinators 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 age appropriate and consistent.
- Monitoring the remote work set by teachers in their subject.
- Alerting teachers to resources they can use to teach their subject remotely.

2.4 Role of the Deputy Head Teacher, Assistant Head Teacher and Head of the Hearing Impaired Unit

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 communication with parents/pupils and regular staff meetings with teachers and subject leaders.
- Analysis of planning and inputs that are given to pupils on Google Classroom.
- Ensuring children with SEND have appropriate support during this time.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

2.5 Designated safeguarding lead (DSL)

The DSL and Deputy DSLs are responsible for all elements outlined in the Child Protection/Safeguarding Policy to ensure that the welfare of all pupils is paramount at all times. This will include:

- Ensuring staff are up to date with any relevant updates/training.
- Ensuring staff are responding to concerns regarding children's safety and welfare.
- Following up and analysing attendance of pupils through investigating lack of engagement in remote learning.
- Ensuring staff are able to make contact with parents/pupils in a safe fashion.
- Ensuring staff follow the Online Safety Policy.
- Liaising with external support providers and Deputy DSLs, to discuss concerns and cases open to external services.

2.6 IT Technician / IT Co-ordinator / Office staff

IT Technician / IT Co-ordinator / Office 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, where possible.

- 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:

- Complete the work to the best of their ability and ensure that it is handed in to the teacher via parents/carers. This could be either through *Google Classroom* or as a hard copy when the child returns to school.

Staff can expect parents/carers 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.
- Support their child with their learning.
- Contact the office if there are difficulties with printing so that we can provide hard copies as appropriate.
- Send children's work to their child's class teacher as appropriate.
- Be contactable during the school day in case of emergencies.
- Respect that staff can only be contacted in an email via admin@maple.herts.sch.uk within working hours 08.00 to 18.00 Monday - Friday.

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, they should contact the following individuals:

- Issues in setting work - talk to the relevant subject coordinator or SENCO.
- Issues with IT - talk to IT technician, IT Coordinator or office staff.
- Issues with their own workload or wellbeing - talk to Head / Deputy Head Teacher.
- Concerns about data protection - talk to Headteacher
- Concerns about safeguarding - talk to the DSL.

4. Data protection

For remote learning purposes, all staff members will use school supplied devices at all times, unless there is a malfunction. They will use school software and online facilities.

Staff are reminded to collect and/or share as little personal data as possible online.

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.

Keeping operating systems up to date - always install the latest updates, antivirus and anti-spyware software.

These tips are based on The Key Support Services article on [GDPR and remote learning](#).

5. Safeguarding

Staff should adhere to the full requirements of the Safeguarding, E-Safety / Acceptable Internet Use and Social networking and Staff Conduct Policies or Statements.

Staff should remain vigilant during periods of remote learning and will notify the Head / Deputy of any pupils who are not engaging and/or whose parents are not making contact.

The SENCO/Senior Leaders will carry out additional check ins with vulnerable children and families.

6. Monitoring arrangements

This policy will be reviewed annually, or earlier as necessary] by the senior leadership team and the teaching staff]. To conclude every review, it will be approved by the Governors' Curriculum and Standards Committee.

7. Links with other policies

This policy is linked to our:

- Behaviour and Discipline policy and coronavirus addendum to this policy
- Child Protection and Safeguarding policies
- Data Protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- E-Safety Policy