# Burnt Tree Primary School

# Remote Learning Policy 2022

| Signed by Chair of Governors | |
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| Date | 12/10/2022 |
| Review Date | November 2024 |

Contents

# 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

Teachers must be available between 9am and 3pm.  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 procedures between 9am and 3pm. If it affects the completion of any work required, ensure that arrangements have been made with year group partners or SLT to ensure work is completed.

## 2.1 Teachers

When providing remote learning, teachers must be available between 9.00-15.00 to deliver live lessons and communicate through the live class stream page.

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 (by messaging the Head Teacher no later than 7.30am).

When providing remote learning, teachers are responsible for:

- o Creating a weekly timetable of work for their year group in liaison with year group partners.  This must include all subjects from across the curriculum.
- o Year group weekly timetables to be emailed directly to the Deputy Heads the Thursday before the week commences.  DHs to proof read them all and ensure consistency; they will then be emailed to the children by the class teacher.
- o Work as a year group team to ensure that the above work is planned and ready.
- o All work needs to be set by 15.00pm the day before.
- o Online safety curriculum to be followed at thinkuknow website.  The page has been created to support parents during COVID-19 and the closure of schools.
- o Provide a mixture of live teaching, using Google Meet, recorded lessons and independent activities.

**Online offer:**

- o Each class will have a 'Remote Learning' VLE page on Google Classroom. The page can be accessed directly from child's Wonde accounts.
- o The page should be populated with a range of online activities, which cover all areas of the curriculum.
- o Each day children need to be able to access at least:

    1 x hour maths activity

    1 x hour literacy activity

    1 x hour foundation/science activity

    1 x 30 minute opportunity for reading

1 x 30 minute activity for SPaG/Arithmetic/Phonics

EYFS and KS1 children will receive less in accordance with DFE guidance.

- o Regularly set work on Education City, Times Table Rockstars and Purple Mash.
- o Ensure all children have logins for WONDE (Magic Badge and/or emoji password).
- o Use Google Meet to teach live lessons daily according to the class timetable.
- o Be available to communicate and support pupils on their Google Classroom Stream during school hours.

> **Paper offer**

- o Create fortnightly, printed work packs for remote learners and the children in school to ensure consistency in learning – at least one week in advance.
- o A family member/friend (who is not self-isolating) can collect or in exceptional circumstances a member of staff will deliver it to the household.
- o The work will be returned when the next pack is collected and feedback will be given.
- o During the period of remote learning, the contact between home and school will happen–either through email, Google Classroom Stream or phone calls.

> Providing feedback on work:

- o Pupils will expected to turn in all online completed work through Google Classroom and parents/carers should drop off completed paper work packs fortnightly at school when they are collecting new work packs.
- o All classes have a class email, which the teacher will use to contact the children.
- o Teachers can email feedback if required.
- o Teachers should respond to any emails from parents/children within 48 hours.

> Keeping in touch with pupils who aren't in school and their parents:

- o Emails received in the year group email from parents and pupils are to be checked between the hours of 9am and 3pm, Monday-Friday. Emails must be replied to within 48hrs. Only send replies between these times. Anyone can respond to year group enquires it does not have to be the actual class teacher.
- o Any issues that are dealt with professionally by the class teacher, the Headteacher must be CC'd into the communication. If necessary teachers to contact SLT for advice.
- o Year group staff are to attempt to make contact with pupils in their class every week via telephone call if they have not engaged in live lessons. When in school, use the school phone line or withheld the number if calling from home. Record all contact with parents on Safeguard. Alert Melissa Hardwick with each contact made if there is a safeguarding concern - alert the safeguarding team.
- o Contact should be polite and encouraging. Teachers must adhere to the email policy and not give out any personal details. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly.

> Attending virtual meetings with staff, parents and pupils:

- o Dress code – ensure all clothing is work/school suitable, think '*would you wear it to work?*'
- o Locations (e.g. avoid areas with background noise, nothing inappropriate in the background). Use blurred backgrounds during live lessons if necessary.

- o If/when required, teachers will continue to work within school, responsibilities will be shared equally between staff in and out of school to ensure that we can provide in school and remote learning links.
- o Under no circumstances should live lessons be recorded or photographed by anyone outside of school - e.g. parents, pupils.
- o Teachers should always be the last to leave a live lesson to prevent children from being left unattended in meetings.

> Devices:

- o All teachers are provided with a password protected school laptop, which is set up by our school ICT department, it is the responsibility of each teacher to ensure that the laptops are kept up-to-date.
- o All teachers need to ensure that they look-after their laptop, new ones will not be provided if damaged.
- o School have a limited amount of devices for loan to children. Staff should notify the Head Teacher if a child does not have a device at home so that they can be added to the waiting list.

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9.00-15.00, Monday – Friday.  During this time they are expected to check work emails and be available when called upon to attend school.  If they're unable to work for any reason during this time, for example due of sickness of caring for a dependent, they should report this using the normal absence procedure.

Teaching assistants are responsible for:

> Supporting pupils who aren't in school with learning remotely:

- o Work under the direction of the class teacher.
- o Preparing resources and responding to messages through email/chat/stream.
- o If working in school, preparing and delivering home learning packs.
- o Mark online work submitted through Google Classroom.
- o Delivering lessons where necessary – in agreement with class teacher.

> Attending virtual meetings with teachers, parents and pupils:

- o Behaviour management
- o Support children through the live meet chat.
- o Dress code – ensure all clothing is work/school suitable, think '*would you wear it to work?'*
- o Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)
- o Deliver interventions in agreement with class teacher.

> Devices:

- o If teaching assistants do not have access to any devices at home, they are able to borrow specific devices from the ICT department.  They must sign to say that they take responsibility of the device and that it will be returned in the condition it has been lent out to them.

### 2.3 Subject leads

Alongside the teaching responsibilities, as outlined above, subject leads are responsible for.

> Considering whether any aspects of the subject curriculum need to change to accommodate remote learning.

> Support teachers to make sure all work set is appropriate and consistent.

> Alerting teachers to resources they can use to teach their subject remotely.

> Monitoring the work set by teachers in their subject.

> Continue to review your current subject in the light of home learning and evaluate what changes will need to be made for your subject action plan.

> Supporting pupils who aren't in school with learning remotely.

### 2.4 Senior leaders / Remote Learning Lead

Alongside any teaching responsibilities, senior leaders and the Remote Learning Lead are responsible for:

> Co-ordinating the remote learning provision across the school.

> Monitoring the effectiveness of remote learning – reviewing work set by teachers weekly (SLT), monitoring Times Table Rock Stars and Education City as well as monitoring email correspondence between parents and teachers.

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

### 2.5 Designated safeguarding lead

The DSL is responsible for:

> Maintaining contact, collating, passing on information and responding to any concerns.

> Ensuring regular contact with child/families with an allocated social worker, vulnerable families, children with an EHCP and their families and LAC.

> See the COVID-19 amendments to the Child Protection Policy

### 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

> Preparing and maintaining devices ready for loan to pupils

### 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
- Remain on mute unless their teacher asks them to unmute.
- Use the chat functions for online learning ONLY.
- Ensure they behave as they would in school during all live lessons and remember that class expectations still apply.
- Ensure that all work is completed to the best of their ability and to the same standard as it would be in school.
- Wear appropriate clothing for live lessons.
- Use appropriate language at all times.
- Children should not attempt to join meetings outside of their timetable or attempt to create meetings.

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.
- Ensure their child is attending live lessons according to their timetable.
- Inform the school if their child will not be able to attend a live lesson.
- Monitor their child's internet usage and ensure that they are only accessing appropriate content.
- Not take any photographs or recordings of live lessons.
- Ensure that children are dressed appropriately for their live lesson.
- Find an appropriate space for their child to learn at home.

Devices:
- If pupils do not have access to any devices (a tablet or a laptop) then they need to inform the school in the event of a class/year group lockdown.
- We have a limited number of devices that parents will be able to borrow, for the time that the class/year group lockdown is taking place.
- All devices will need to be signed out, and parents will understand that the device must be returned at the end of the lockdown, and returned in the condition it was loaned out. If the devices are damaged or not returned, parents will be charged for the value of the device.
- All children borrowing devices will be monitored closely (on Education City or Times Table Rockstars), to ensure that they are using the device in the way that it was meant to be used.

## 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 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, Remote Learning Lead, SENCO or SLT

> Issues with behaviour – talk to the SENCO or SLT

> Issues with IT – talk to Computing/Remote Learning Lead or IT staff

> Issues with their own workload or wellbeing – talk to their line manager or SLT

> Concerns about data protection – talk to the data protection officer (Business Manager)

> Concerns about safeguarding – talk to the DSL

All staff can be contacted via the school email address.

## 4. Data protection

### 4.1 Accessing personal data

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

> All staff have access to Safeguard to record any parent contact or concerns about children, this is accessed via a secure password.  Ensure you log out after use.  Do not allow access to the site to any third party.

> Teachers will have access to parent contact details from the office staff. Do not share any details with third parties.

> SLT have the ability to locate personal details for families when required through securely accessing SIMs.  SLT are not to share their access permissions with other members of staff.

> School laptops are the school's preferred devices to be used when accessing any personal information on pupils.

### 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system.  Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.

While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

### 4.3 Keeping devices secure

Talk to your data protection officer for more help, and your IT staff if you want to include details on how to put secure measures in place.

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 letter, numbers and special characters

> Making sure the device locks if left inactive for  period of time

> Not sharing the device among friends and family

> Installing antivirus and anti-spyware software

> Keeping operating systems up to date – always install the latest updates

## 5. Safeguarding

Please see the following for updates concerning safeguarding in relation to home learning.

> Where possible, two members of staff should be present in all live lessons. During live lessons delivered by one staff member, the lesson should be recorded for safeguarding purposes.

> Staff must be the last to leave the meeting to prevent children remaining in the meeting unattended.

> **Covid-19 amendments to the Child Protection Policy this also details reference to remote learning curriculum and risks online.**

## 6. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government by SLT.  At every review, it will be approved by Mrs Bayliss (Head Teacher).

## 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

> Home-school agreement

> ICT and internet acceptable use policy

> Online safety policy

> Email policy