Brough Primary School

Remote Learning Policy

Policy Date	May 2023
Policy Review Date	May 2025
Lead Person	S Mearns

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 9:00am and 3:30pm.

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. This should be done following the agreed protocol for notifying the head teacher or deputy head teacher depending on the nature of the absence.

Teachers are responsible for:

● Running their Google Classroom-

In the event of a whole Class Closure:

○ Create a timetable for the week (with year group partners)- similar to that taught in school. This must include subjects from across the curriculum.

○ The timetable should not include live 'face to face' lessons.

○ Ensuring children have access to lessons from 9am to 3.30pm which are of comparable length to what is taught in school.

○ Ensuring children have continued interaction with the teacher via the Google Stream.

○ Setting appropriately differentiated tasks for groups and individuals.

○ Placing the daily timetable on Google Stream.

○ Creating online resources to support lessons throughout the week on Google Classroom. As much as possible these should provide video support for children sourced from the list of websites provided by subject leaders.

○ Ensuring children know how to complete assigned work, turn it in, use templates, and take photos of written work and upload.

○ Marking and commenting on children's work.

○ Delivering online safety lessons to children- how to interact on the live stream, cyber bullying, appropriate language, safe searching.

Providing feedback on work:

○ Pupils can send any completed work to teachers via Google Classroom.

○ Teachers can mark and return work to pupils via the comments feature.

○ Teachers should mark work daily and return with a comment to the pupil within 24 hours.

Keeping in touch with pupils and parents:

○ Via the private message function in Google Classroom.

○ It is accepted parents may well use the Google Stream as a way to contact teachers for help with tasks that have been set.

○ Parents to be called if pupils are not engaging in learning after the second day.

In the event of individual or small group absence due to Covid 19 or other reason

It is accepted that in this eventuality teaching staff will do their best around their in-school teaching commitments, and that responding to Stream messages may have to be on a daily basis rather than within the working day.

○ Ensuring children have access to lessons from 9am to 3.30pm which are of comparable length to what is taught in school.

○ Lessons set on-line are as far as is reasonably practicable representative of the learning taking place in school.

○ Ensuring children have continued interaction with the teacher via the Google Stream when teaching commitments allow.

○ Setting appropriately differentiated tasks for groups and individuals.

○　　　　Ensuring children know how to complete assigned work, turn it in, use templates, and take photos of written work and upload.

○　　　　Marking and commenting on children's work, as and when teaching permits.

○　　　　Delivering online safety lessons to children- how to interact on the live stream, cyber bullying, appropriate language, safe searching.

Providing feedback on work:

○　　　　Pupils can send any completed work to teachers via Google Classroom.

○　　　　Teachers can mark and return work to pupils via the comments feature.

○　　　　Teachers should mark work after they have finished their teaching commitments rather than throughout the day, but still within 24 hours of it being uploaded.

Keeping in touch with pupils and parents:

○　　　　Via the private message function in Google Classroom.

○　　　　It is accepted parents may well use the Google Stream as a way to contact teachers for help with tasks that have been set.

○　　　　Parents to be called if pupils are not engaging in learning after the second day.

In the home learning

○　　　　Parents can use the private message option through the Google Classwork section of Google Classroom, if they need help or support with the content of any specific task. For issues not related to remote learning, please contact the school via the brough.primary@eastriding.gov.uk email address. If support is required in relation to technical issues with accessing Google Classroom, please email support@broughprimaryschool.co.uk

○　　　　Any issues that are received are to be dealt with professionally by the class teacher, if necessary teachers to contact a member of SLT for advice.

○　　　　Teachers should ideally have contact with all pupils in their class every day via Google Classroom. If there is no contact after 2 consecutive days, a member of school staff will attempt to make contact via telephone. If contact is not established a member of the SLT should be informed.

○   If the teacher is making that call, withheld numbers should be used if teachers are using their mobile phones from home. (Any costs incurred can be discussed with the business manager or headteacher).

○   Contact should be polite and encouraging. Teachers must not give out any personal details. Any concerns should be forwarded to a member of the SLT who may choose to contact the parents directly.

Attending virtual meetings with other professionals, staff, parents and pupils:

○   Ensure appropriate dress is maintained in the event of any virtual meeting

○   Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

2.2 Teaching assistants

If required to assist with remote learning, teaching assistants must be available during their normal working hours. During this time, they are expected to check work emails and be available when called upon to support the children with their learning. 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.

Teaching assistants are responsible for:

Supporting pupils with learning remotely:

○   When requested by the SENCO

○   Attending virtual meetings with teachers, parents and pupils when specifically requested by the SENCO

○   Ensure an appropriate dress is maintained in the event of any virtual meeting

○   Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

2.3 Subject leads

Subject leaders are responsible for responding to requests for help and support within their own subject from teachers who are engaged in whole bubble remote learning and for ensuring they keep staff appropriately up- to-date with available resources.

2.4 Deputy head Teacher

Alongside those responsibilities in school, the deputy head teacher is responsible for:

○   Co-ordinating the remote learning approach across the school

○   SLT monitoring the effectiveness of remote learning

○   Reviewing work set by teachers weekly

○   Monitoring Stream correspondence between parents, pupils 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 and ensuring the actions listed in the **Strategic School Child Protection & Safeguarding Policy 2020,** which includes amendments in light of Covid 19, are followed.

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

○   Be contactable during the hours of the school day 9am – 3.30pm – although they may not always be in front of a device the entire time

○   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 to:

○ Seek help from the school if they need it – staff should refer parents to the remote learning section on our website and the 'Learning Whilst at Home' page for the Google Classroom information and other useful links for learning

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

2.8 Governing body

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:

Here are some suggested issues and the most likely points of contact, but adapt and add to this as needed:

● Issues in setting work – talk to the relevant subject lead or SENCO (A Rozenbroek)

● Issues with behaviour – talk to the relevant phase leader

● Issues with IT – contact Primary Tech in the usual way

● Issues with their own workload or wellbeing – talk to their immediate line manager

● Concerns about data protection – talk to the data protection officer (S Marshall)

● Concerns about safeguarding – talk to the DSL (H Shepherdson)

4. Data protection

4.1 Accessing personal data

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

○ Teachers are able to access parent contact details via SIMS using a secure password. Do not share any details with third parties.

○ School laptops and iPads 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

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 device is not left in a vulnerable position such as the boot of a car overnight.

● Making sure the device locks if left inactive for a period of time.

● Not sharing the device among family or friends.

5. Safeguarding

Arrangements for the safeguarding of children are contained with the Child Protection Policy. During any periods of remote learning, any safeguarding concerns should be reported in the usual way.

6. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government by S. Mearns (deputy head).

7. Links with other policies

This policy is linked to our:

- Behaviour policy

- Child protection policy

- Data protection policy and privacy notices

- Home-school agreement

- ICT and internet acceptable use policy