

St. Andrew's CE Remote Learning Policy



Policy Number			
Target Audience			Staff and Parents
Approving Committee			Executive
Last Review Date			Mar 22
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Policy Author			M Platt T Houghton
Version Control			
Version No	Date Approved	Reviewed By	Changes
V1	April 20	MP	
V2	Oct 20	MP TH	
V3	Jan 21	TH	Learning hub to Google Classroom 3 tier explanation Remote learning edited to fit with Google Classroom. Updated requirements
V4	Jan 21	MP	Added unacceptable use information and updated government requirements
V5	March 22	TH	Updates to the scenarios and when GC is appropriate. School phone number

Statutory obligations and expectations

From **5 January 2021**, all schools and colleges were required to close to most pupils and students. Whilst vulnerable pupils and students, and the children of key workers, could continue to be educated in person, the DfE expected schools and colleges to immediately offer all other pupils and students access to remote education.

The remote education provided had to be equivalent in length to the core teaching pupils would have received in school and had to include either recorded or live direct teaching time, and time for pupils to complete tasks and assignments independently.

The amount of remote education provided had to be, as a minimum:

- **Key Stage 1:** 3 hours a day on average across the cohort, with less for younger children
- **Key Stage 2:** 4 hours a day
- **EYFS** – less than 3 hours a day for younger children.

This policy is adaptable to many different situations and scenarios relating to the closure of school/bubbles. Due to the success of our remote offer, google classroom may be used for certain types of school absence.

Parents must be aware that when a child is accessing google classroom from home when the other 29 pupils are physically 'on-site', the teachers' priorities will be to the majority rather than the individual although they will endeavour to include remote learners as much as possible in the lesson.

Communication

School – We will keep families updated throughout any school/bubble closures. This will be via text message, email or electronic updates going home. Any questions relating to a child's work, can be addressed through the Google Classroom chats. Any specific or private concerns that parents may have, need to go through: standrews.ceprimaryschool@salford.gov.uk or [0161 921 1640](tel:01619211640) The office will ensure the messages are passed on promptly and ask the class teacher to contact you.

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
- To ensure a continuity of education for the children when they are unable to attend school during any periods of self-isolation or quarantine
- 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 School - Teachers will prepare carefully planned and sequenced lessons in line with National curriculum expectations. Children will access Google Classroom and work on paper and will continue their learning from where they left off in school.

A two tier system has been created based on the following scenarios:

1. Individual isolation (COVID or non-illness related absences eg: bone breaks)

Positive Covid-19 Test of a pupil. Parent contacts school, child instructed to isolate and parents will be directed to Google Classroom to view necessary work from the teacher. If requested, books will be available at the school office. Children can access Google Classroom isolation packs on Google Classroom if they wish. Parents to contact the school with any issues/concerns. Teacher will remain contactable throughout via Google Classroom or via the school office (Phone or Email shown above). NOTE: Teacher will have full class responsibility from 8:55am -3:30pm and it may take time for them to respond to any queries.

2. Full Bubble Sent home

If there is a confirmed closure of a class bubble, this will be communicated to families. Children will take home isolation books, reading books and equipment. Children can then access Google Classroom and refer to the weekly overview available on school website or via Google Classroom. The teacher will be available on Google Classroom between 8:55am-3:30pm.

Home – We would like parents to ensure that the necessary time is given for these lessons to be completed to a high standard. It is important that all children are at the same stage in a topic/unit when they return to school

We would like our families to facilitate an environment where learning can take place. Even with virtual technology, it is impossible for a teacher to maintain constant oversight of the work taking place at home. We need the support of our families and work together towards a shared goal.

Learning Platforms used

First two weeks of lockdown-**Paper based** work was sent home

Lockdown 1- A **Home Learning Hub** was created

From September 2020 **Google Classroom** was created to deliver lessons remotely when a bubble is sent home or a national lockdown is ordered by the Prime Minister.

Teachers

When providing remote learning teachers will:

- Plan and prepare work for their own class with your partner teacher
- Provide feedback on work when children 'turn' the work back in
- Keep in touch with pupils who aren't in school as per the agreed system of phone calls or through google meet
- Inform the HT of any children regularly not attending virtual live lessons or engaging with isolation work
- Attend virtual meetings with staff and other professionals
- Dress appropriately and professionally when delivering remote education
- Locations for virtual meetings will be carefully selected (e.g. to avoid areas with background noise or inappropriate backgrounds or areas)
- Teaching staff will continue to deliver educational opportunities using online platforms, e.g. Google Classroom to enable remote teaching and learning.

- Teachers will communicate with pupils via Google Classroom chat and discussion. Teachers must only use Google Classroom as the method of communication, not mobile phones/text messaging services unless by arrangement with the HT.
- Teachers can live-stream lessons from their homes via the unique Meet Link on Google Classroom if they wish.
- School will provide activities that are educational and engaging which children should be able to complete on their own, or with minimal help from their parents/guardians. Additional support for these activities can be provided via the Google Classroom stream and the comment section.
- When teachers are also working in school with vulnerable children and those of key workers, the remote learning protocol for isolation work will be implemented except when there is a solution to deliver live lessons to both pupils in school and those at home via Google classroom with the support of teaching assistants.
- Work and tasks should suit the age range of the children and expected outcomes should be flexible. Teachers will set tasks that all pupils can complete to some degree of success, with extra and more stretching activities for the more able.
- Work can be done in bite-sized chunks using Google Classroom/Meet. If there are projects, they will be broken down into manageable steps.
- A list of flexible tasks for isolation work that cover different areas of the curriculum allows children to complete the tasks that interest them and ones that parents can assist with if required.
- The safeguarding of both pupils and staff must be maintained in remote spaces. The same policies, procedures and guidelines remain in place and adherence to all statutory guidance is required when teaching remotely.
- The school will deal with E-safety incidents in accordance with the procedures outlined in the current E-Safety and Safeguarding Policy as specified on the school website.
- Teachers will only answer emails from parents and pupils via the office email system
- Complaints or concerns from parents should be dealt with in the usual manner

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between their normal working 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 school absence procedures.

When assisting with remote learning, teaching assistants will be responsible for:

- Supporting pupils who aren't in school with learning remotely. This could be through the 'chat tool' or marking when appropriate
- Attend virtual meetings with teachers

2.3 Subject leads

Alongside their teaching responsibilities, subject leads will be responsible for:

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

- Monitoring remote teaching to make sure all work set is appropriate and consistent with our curriculum
- Alerting teachers to resources they can use to teach their subject remotely

2.4 Senior leaders

Alongside any teaching and management responsibilities, senior leaders will be responsible for:

- Co-ordinating the remote learning approach across their phase
- Monitoring the effectiveness of remote learning
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Ensuring teaching assistants support remote learning whilst isolating

2.5 Designated safeguarding lead

The DSL will be responsible for:

Creating the Safeguarding Policy addendum

Ensuring the remote learning policy complies with safeguarding requirements

2.6 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff 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 who are learning remotely to:

- Be contactable during the school day
- 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 unable to complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns to staff

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:

- Issues in setting work – talk to the relevant phase leader
- Issues with behaviour – talk to the Phase Leader or HT/DH
- Issues with IT – talk to IT engineer in first instance, if unavailable, T Houghton
- Issues with their own workload or wellbeing – talk to their phase leader
- Concerns about data protection – talk to the data protection officer via M Platt
- Concerns about safeguarding – talk to the DSL-M Platt or C Clay

4. Data protection

4.1 Accessing personal data

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

- Access the data on a secure server on our IT network
- Use school devices to access the data – such as staff laptops, rather than their own personal devices

4.2 Processing personal data

Staff members may need to collect and/or share personal data 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)
- 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

An addendum to the safeguarding policy has been created in the light of COVID-19. This can be found on the school's website.

6. Unacceptable Use

- Creating or sending any messages or comments that might upset other people
- Using another person's username and password e.g. to access a device or website
- Looking at, or changing work that belongs to other people without their permission
- Wasting time or resources on school computers
- Sharing pictures or making video calls without checking with your parent/carer