South Bersted CE Primary Remote Learning Policy

Web and/or Internal	**Internal**
This policy should be reviewed every	**Every two years**
Policy approved by Governors	**Spring 2021**
Date of Review	**Spring 2023**
Member of staff responsible	**Headteacher**
Policy created by	**SBS**
Signed by Chair of Governors and/or Headteacher	

1. Since the Spring of 2020, pupils have had to isolate inline with government expectations related to the transmission of COVID 19. The aim of this policy is to:

● ensure consistency in the approach to remote learning for pupils who are not in school,

● set out expectations for all members of the school community with regards to remote learning,

● provide appropriate guidelines for data protection.

Since this is an evolving policy, expectations will continue to change and be reviewed regularly by Senior Leaders.

2. Roles and responsibilities

2.1 Teachers:

When providing remote learning, teachers must be available between 8.30am and 4.00pm daily. 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 providing remote learning, teachers are responsible for:

  ● Setting work:

- for the children in their classes, or as directed by Senior Leaders,

- adapting planning and learning resources to meet the needs and expectations as laid out in the weekly timetable,

- ensure that the work and appropriate resources are uploaded to the learning platform by 8:30am,

- when pre-recording inputs using Loom, Zoom or Google Classroom additional tabs or documents must be closed.

- where possible pre-recorded inputs must be recorded at school. Where this is not possible videos should be recorded against neutral backgrounds.

- Live streaming (See appendix 1):

- all live steaming meetings will take place in school using Google Meet via Google Classroom.

- all live streaming meetings will take place at planned times and will be recorded by the class teacher leading the meeting.

- all class teachers will sign to say they have read and understood the school's live streaming risk assessment.

- Providing feedback on work:

- as appropriate to the work, and as directed by Senior Leaders provide clear feedback to pupils in line with the school's 'Marking and Feedback policy,

 - provide clear feedback to parents and carers through regular dialogue when the child(ren) is having to isolate.

- between the agreed hours of 9:00am and 4:00pm.

- Keeping in touch with pupils who are not in school and their parents:

- regular contact as directed by Senior Leaders through Class Dojo and phone calls home during school hours,

- contacting families where work has not been completed for 2 consecutive days,

- Attending virtual meetings with staff, parents and pupils if necessary:

-where possible the staff member/s attending the virtual meeting should be located in school,

 - adhere to the School's Code of Conduct and Staff Handbook in terms of professionalism, dress code and other expectations,

 - if a virtual meeting is with the pupil/s only, the meeting must always take place in school.

- Combining home learning with in class provision:

In some cases, where there is a partial or whole school closure, there may be a necessity to provide remote learning for some children whilst continuing to provide face to face to learning for other children. Where this is the case, consideration will be given to the following:

- providing a mirrored curriculum with adjustments for key subjects as necessary,

- pre-recorded inputs and modelling so pupils are clear on the expectations,

- provide each class (bubble) with a teaching assistant so teachers have the opportunity to provide clear feedback to pupils learning remotely,

- the availability of books/learning aids for pupils to complete their learning at home.

Promote online safety skills and knowledge to children to ensure all pupils:

- know how to use Google Classroom and other online platforms used by the school safely and appropriately by promoting and modelling the SMART approach (appendix 3) to online safety,
- know how to interact on the live stream,
- know how to deal effectively with cyberbullying,
- use appropriate language online,
- use search engines safely.

2.2 Teaching Assistants:

When assisting with remote learning, teaching assistants must be available between 8.45am and 3.15pm. 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 assisting with remote learning, teaching assistants are responsible for:

- supporting the learning of SEND pupils; supporting them in accessing and completing appropriate remote learning,
- supporting the teacher in monitoring remote learning and contacting individual children/parents as directed by the class teacher,
- to continue to support the teacher in delivering lessons within the classroom and in groupwork beyond the classroom.

There may, on occasions, be the need for a teaching assistant to lead a virtual intervention This should only be as directed by the headteacher.

2.3 Subject Leaders:

Alongside their teaching responsibilities, subject leads 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 appropriate and consistent,
- working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other,
- monitoring the remote work set by teachers in their subject,
- alerting teachers to resources they can use to teach their subject remotely.

2.4 InCo:

The school's InCo is responsible for ensuring that children with an EHCP are able to access home learning as appropriate to their need. The InCo will oversee the remote learning provided by the teachers for individual children and direct 1:1 support for TAs on how to support children learning at home.

2.5 Remote learning lead:

The designated person for remote learning is the Headteacher. The designated person for remote learning is responsible for:

- co-ordinating the remote learning approach across the school,
- monitoring the effectiveness of remote learning – including reviewing the work set and monitor the completion rate by pupils through collecting appropriate data, feedback from parents, feedback from teachers,
- monitoring the security of remote learning systems, including data protection and safeguarding considerations.

2.6 Designated safeguarding lead:

The DSL is responsible for Safeguarding as laid out in the Child Protection Policy and its Addendum linked to the COVID-19 Pandemic.

2.7 Pupils, parents and carers:

Pupils are expected:

- to attempt to complete the work to the best of their ability,
- submit the completed work as necessary,
- discuss with their parents when there are issues relating to the work set or remote learning in general,
- follow the clear expectations and school's rules when accessing live streamed meetings via Google Classroom (see appendix 1).

Staff can expect parents with children learning remotely to:

- make the school aware if their child is sick or otherwise cannot complete work,
- ensure work is completed on time and submitted as necessary,
- seek help from the school if they need it or if they have concerns about their child's ability or motivation to complete the work,
- follow the clear expectations and school's rules when accessing live streamed meetings via Google Classroom (see appendix 2).
- be respectful when making any complaints or concerns known to staff.

2.8 Full 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:

- issues in setting work – talk to the relevant subject lead or InCo,
- issues with behaviour – talk to the school's head teacher,
- issues with IT – raise concerns with the computing lead or school business manager,
- issues with their own workload or wellbeing – talk to the line manager (member of staff that leads their performance management,
- concerns about data protection – talk to the data protection officer (SBM),
- concerns about safeguarding – talk to the DSL.

4. Data Protection:

4.1 Accessing personal data:

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

- use the school's server or secure cloud service to access their data,
- use only those devices made available to them by the school or their own secure devices, if approved by the school.

4.2 Processing personal data:

Staff members may need to collect and/or share personal data such as email addresses, telephone contact numbers 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),
- when working from home, staff will only complete planning and access documents via the remote network,
- making sure the device locks if left inactive for a period of time,
- not sharing the device among family or friends,
- installing antivirus and anti-spyware software,
- keeping operating systems up to date – always install the latest updates

5. Safeguarding:

Safeguarding remains key throughout this time and particularly in this new area of remote learning for our schools. The Child Protection Policy and any addendums added during this time of the pandemic, remains in place and should be followed at all times.

6. Monitoring arrangements:

This policy will be reviewed every 2 years by the head teacher. It will be monitored by the Governing Body.

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,
- ICT and internet acceptable use policies,
- Code of Conduct.

Appendix 1:

Requirements for Live Streams Staff will:

● Inform parents before starting live lessons using Parentmail, and send them the guidance for parents and Pupils (Appendix 2)

● Only use Google Meet for live lessons.

● Always use Google Meet for group work and never 1:1

● Set the ground rules e.g. who can speak? how to ask a question?

● Remind pupils at the start of the lesson about the rules in Acceptable User Policy, appropriate behaviour etc

● Ensure that they are sufficiently familiar with the controls e.g., muting, removing participants, preventing participants from sending chat messages during the session etc.

● Always be suitably dressed for work.

● Record the live stream so that if any issues were to arise, the video can be reviewed. The recording will be retained for 1 year.

● Keep live lessons to the time agreed in the timetable.

● Always use professional and appropriate language inline with the school's Code of Conduct.

● Ensure that the children in the live lesson are aware that they are being recorded at the start of the lesson and give the option to switch off their cameras.

● Staff should be aware of children who do not have permission for the use of images, and should remind those children to turn their cameras off if they haven't already done so.

● Report/ record any behaviour or activity that they feel may be harmful to a child using the usual channel.

● Ensure that only children logged in with their own school log-on are allowed to join the meeting.

● Maintain a register of attendees.

Appendix 2:

Pupil and Parents expectations:

If our class meetings are going to work successfully, then it is vital that parents understand that the class meeting needs to replicate the safety and security of the child's classroom environment, where it is every child's safe space and this should be respected.

Parents or children must not in any circumstance record any part or all parts of the live streaming session.

The school is the data controller for the live streaming session and does not consent to anyone taking a recording of it either audio or video, nor taking photographs or screenshots. No person taking part has given any consent to any recording and there is no legal right to take a recording. The school will record the session for internal safeguarding purposes. The recordings will be stored securely in accordance with our GDPR protocols.

For the safety, security and welfare of all our children and staff members, it is vital that everyone is aware of and follows the protocols listed below, which must be read and adhered to.

In using Google Meet you must:

• ensure your child is working in a quiet area and that others, including yourself, will not be in the frame or speak during the sessions,

• ensure that your child is supervised safely, dressed appropriately and with the correct resources in front of them for the session,

• not judge or comment on the quality of the session,

• not share any log in information or the link with anyone else,

• not record the session,

• ensure that microphones are muted before joining the meeting. This option is available before joining the meeting,

• If you choose to have your child's camera on, then you will need to turn a background on, either by blurring or choosing your own background. This option is available within the software just before you join the meeting at the bottom right of the screen.

Appendix 3:

SMART approach: