Remote Learning Policy
Rush Common School 2021 – 2022

Intent:

Schools must provide immediate access to remote learning to any pupils who can't attend school due to coronavirus (COVID-19). This includes where a class, group or a small number of pupils need to self-isolate, or when local/national restrictions require pupils to remain at home. This policy will outline our approach to remote learning.

Implementation:

In providing remote learning, we will:
- ensure there are varied activities to maintain continuity of learning
- plan thoughtful sequences of tasks in core subjects in line with the curriculum that had been planned for in school
- provide class teacher recordings, learning resources and live sessions to support pupils with the tasks provided
- give regular feedback on children's work
- provide support to pupils and families when needed and where appropriate

When planning for remote learning, we will consider:
- families' access to devices and appropriate technology
- staff's access to reliable internet connections
- individual circumstances for all members of our school community
- safeguarding as a priority

1. Aims
This remote learning policy aims 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 and online safety

2. Roles and responsibilities
This section sets out the roles and responsibilities for the implementation of the remote learning policy. The aim is to set out the provision of remote learning for children when they are unable to come to school.

This policy sets out the expectations for the delivery of home learning for both staff and parents and carers.

2.1 Teachers

When providing remote learning, teachers should be available between 9.00am – 3.00pm Monday to Thursday and 9.00am – 12.00pm Friday. Teachers should take reasonable breaks and an hour for lunch to reduce screen time. Teacher's will have a Friday afternoon for their planning, preparation and assessment time to prepare for the following week.

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. Individual circumstances will be taken into account.

When providing remote learning, teachers are responsible for:

- Setting learning for their class and where appropriate or necessary to assist in setting work for parallel or adjacent classes
- Liaising with year group colleagues regarding planning
- Ensure planning is accessible by any member of staff should the teacher become ill themselves
- Uploading assignments, resources and videos onto Google Classroom in a timely manner
- Organising and delivering live sessions using Google Meet
- Monitoring live streams and responding as necessary
- Responding with feedback to children's work. (See Appendix A)
- Keeping a record of the work submitted by children and/or their engagement with learning tasks
- Following up with children who have not engaged regularly with learning tasks. Either via email or phone. This should be done in consultation with a member of the Leadership Team
- Being aware of any children that are having difficulty accessing work and liaising with school leaders about how to support the family
- Securely make contact with families if necessary by blocking phone numbers, using 141 when dialling or emailing through the school office. Social media should not be used
- Following the behaviour policy regarding any behavioural issues during a live lesson or virtually. This will include safety online (see section 5 below) ☐ Responding to parental queries within normal working hours
- Deadlines for completed work will be set by the teacher and shared with pupils on Google Classroom
- Ensuring their attire and location are appropriate and professional for live and recorded sessions. (See appendix B.)
- Reading and understanding any addendums to the school safeguarding policy in relation to remote learning
- Notifying the DSL or DDSLs if they have any safeguarding concerns
- Supporting any provision for key workers and vulnerable children as necessary
- Provide tasks on Google classroom for individual pupils who are required to self-isolate

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available to assist during their normal working hours Monday to Friday. Hours may also be adapted for individual working patterns.

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 pupils who are not in school with learning remotely – offering support in liaison with the class teacher and or the SENCO as appropriate to meet the individuals needs of the pupil/s

- Providing supporting learning materials based on pupils' needs

- Supporting pupil feedback at the class teacher's discretion

- Ensuring their attire and location are appropriate and professional for live and recorded sessions. (See appendix B.)

- Reading and understanding any addendums to the school safeguarding policy in relation to remote learning

- Notifying the DSL or DDSLs if they have any safeguarding concerns

2.3 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school

- Monitoring the effectiveness of remote learning – this may be done in a variety of ways, such as: through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents

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

2.4 Designated safeguarding lead

The DSL is responsible for providing advice and support to other staff on child welfare and child protection matters. Please see our Child Protection Safeguarding Policy and any addendums.

Our Online Safety and Acceptable Use Policy is set out in a separate document. We ensure that we have effective mechanisms to identify, intervene in and escalate any incident where appropriate. Online safety is included in our curriculum at all levels and information is also provided to parents/carers.

All staff are made aware of the school policy on Online Safety which sets our expectations relating to:

- creating a safer online environment – including training requirements, filters and monitoring;

- giving everyone the skills, knowledge and understanding to help children and young people stay safe on-line;

- inspiring safe and responsible use and behaviour in school and when remote learning;

- safe use of mobile phones both within school and on school trips/outings;

- safe use of camera equipment, including camera phones; what steps to take if you have concerns and where to go for further help.

Staff must read the Online Safety and Acceptable Use Policy in conjunction with our Code of Conduct in relation to personal online behaviour.

2.5 IT staff

IT staff, through 123ICT, are responsible for:

- fixing issues with systems used to set and collect work
- supporting staff and parents (via the help desk), with any technical issues they're experiencing to ensure effective and efficient use of systems
- reviewing the security of remote learning systems and flagging any data protection breaches to the Data Protection Officer
- assisting disadvantaged families with accessing the internet or devices by setting up laptops acquired through the government laptop provision scheme

2.6 Pupils and parents

Staff can expect pupils (with parental support for younger children) learning remotely to:

- be contactable during the school day – although also considering they may not always be in front of a device the entire time
- complete a reasonable level of work set by teachers, working to deadlines set by teachers
- seek help if they need it, from teachers or teaching assistants
- alert teachers if they're not able to complete work
- follow guidelines for live session as set out by the school Staff can expect parents with children learning remotely to:
- make the school aware if their child is sick or otherwise can't complete work
- provide a quiet learning space and encourage and support children to follow the routine of the school day
- seek help from the school if they need it and the teacher/teaching assistant and/or leaders/SENCO can support with additional services and/or resources
- be respectful when making any concerns known to staff
- follow guidelines for live sessions as set out by the school

2.7 Local Academy Board

The Local Academy Board are 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 school leaders (Leah Kendry)
- Issues with any behaviour – talk to parents, phase leaders, behaviour lead (Syka Akram) SENCO
- Issues with their own workload or wellbeing – talk to their line manager or Wellbeing Manager (Laura McLardie)
- Concerns about data protection – talk to the Data Protection Officer (Beth Rolfe)
- Concerns about safeguarding – talk to the DSL (Michelle Ainscough) or DDSL (Kristen Fawcett, Leah Kendry, Syka Akram or Emma Putt)

4. Data protection

4.1 Accessing personal data

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

- Only access the email data for pupils via Google Drive that is housed on a secure cloud service rather than on an individual device or laptop
- Only access data held securely within the school's pupil management system

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as school pupil email addresses 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 school 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 hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Updating antivirus and anti-spyware software as required
- Keeping operating systems up to date – always install the latest updates

5. Safeguarding

Please refer to the Child Protection and Safeguarding Policy and to the Online Safety and Acceptable Use Policy.

We ensure that we have effective mechanisms to identify, intervene in, and escalate any incident where appropriate. Online safety is included in our curriculum at all levels and information is also provided to parents/carers.

Parents, pupils and staff agree to remote learning guidelines that set out the school's expectations for live sessions. Pupils are only allowed to join if permission has been given by parents/carers.

All staff are made aware of the school policy on Online Safety which sets our expectations relating to:

- Creating a safer online environment – including training requirements, filters and monitoring;

- Giving everyone the skills, knowledge and understanding to help children and young people stay safe on-line;

- Inspiring safe and responsible use and behaviour in school and when remote learning;

- Safe use of mobile phones both within school and on school trips/outings;

- Safe use of camera equipment, including camera phones; What steps to take if you have concerns and where to go for further help.

Staff must read the Online Safety and Acceptable Use Policy in conjunction with our Code of Conduct in relation to personal online behaviour.

6. Review of this policy

The Headteacher and Leadership Team will review this policy annually and any amendments will be reviewed and approved by the Board of Governors.

Approved by the Leadership Team January 2021

Signed: *Kristen Fawcett*   **(Headteacher)**

Date for Review: January 2022

Appendix A   Structure of Remote Learning from January 2021

A thoughtful sequence of core subjects will be planned for each week. This will cover previously learnt material as well as new concepts. It is recognised that new concepts learnt remotely may take longer for children to fully grasp.

A variety of activities will be given for the wider curriculum. This can include: video links, independent study, projects, challenges and/or Oak National Academy resources.

A mixture of live, recorded and set work will be provided for children. The frequency of this has been determined from feedback from the parent community as well as discussions with the Leadership Team and staff team.

- Google Classroom will be the learning platform used. Reception children will access work through Tapestry.

- There should be four assignments/tasks for each day: English, Reading/Phonics, Maths and a Foundation subject. Alongside this, other resources such as PowerPoints, videos etc will be available for pupils to access.

- Pupils will have access to alive session every day that teachers are not teaching in school. The content and purpose of the sessions will be determined through teachers' professional judgement. There is an expectations for children to attend most live sessions.

- It will be to staff's discretion and professional judgement to create or make use of recorded videos.

- Pupil feedback will take a range of different forms. These include live feedback sessions, self marking quizzes, self assessment through provision of mark sheets, self assessment through editing and improving, whole class feedback summaries and individual pupil feedback/marking. Marking should be timely to give relevant feedback to pupils. This will be to provide structure for some families, but it should be recognised the impact this has on staff work/life balance. As such, any work uploaded after 3pm (end of the usual school day) cannot be guaranteed to be marked.. Class teachers will also be mindful to design tasks and provide feedback in such a way that ensures good work/life balance. Some tasks will not require pupil feedback.

- Google Meet will be the platform used for live session in Years 1 – 6. Reception classes will use Zoom.

Appendix B   Staff guidance for live virtual sessions

1. Appearance
- During online sessions, staff should maintain a professional and presentable appearance.
- Staff should refer to the dress code from the Rush Common Staff Handbook and Code of Conduct.

2. Location
- Staff should find a quiet place to hold live or recorded virtual sessions.
- Interruptions should be avoided and background noise should be minimal.
- The background for virtual sessions should be taken into account and should be appropriate to creating a calm learning environment.

3. Guidance
- Staff should refer back to the "Guidance for 'Zoom' Live Sessions" from July 2020.

Appendix C Parent and pupil guidance for live virtual sessions

Parents must sign the following agreement before the child can join any live session:

I understand that by signing this consent form I agree with the following:

- I consent to my child joining a Google Meet (Y1-6) or Zoom (YR) live session with their class teacher and classmates.
- I understand that 'Zoom' is an app for 13 + and must not be uploaded to a child's personal device/s. (Reception parents)
- I will upload the 'Zoom' app to a parental device using my own details, not my child's. (Reception parents)
- I will ensure the live session takes place on a parental device, not a pupil's personal device.
- I will not share the Meeting ID for the session with anyone else. This includes not sending the Meeting ID to other parents from my child's class.
- I will ensure my child is on time for the session and understand that if they are late they may not be admitted to the session.
- I consent to the session being recorded by the class teacher for safeguarding purposes.
- I will ensure that my child has access to a workspace that is quiet, safe, free from distraction, and that there is an adult nearby.
- I will ensure my child is dressed appropriately in normal home clothes.
- I will ensure my child only uses their first names when joining the session.
- I will ensure that no-one other than my child joins the live session or makes comments during the session. This includes parents, siblings and any other members of the household.
- I will make sure that any conversations in my own household during the time of the session are appropriate and not audible.
- I understand that other pupil's households may be in direct view and conversations in other households may be overheard.
- I understand that this is a forum for pupils and not for parents to ask questions of the class teacher.
- I will make sure the session is not recorded and no photos or screen shots are taken.
- I will not make any comments on social media about the content of live sessions, including comments about my own child and other children in the class. ☐ I will not post screen shots on social media or share them.
- I understand that a session may be ended at any point at the teacher's discretion. This would only be in exceptional circumstances.
- I understand that the purpose of the live sessions are for pupils to interact with their class teacher and that the content of the session is entirely the decision of the class teacher.

Pupils must sign the following agreement before they can join a live session:

As a pupil at Rush Common School, I agree with the following when joining a Google Meet (Y1-6) or Zoom (YR) session:

- I will not share the Meeting ID for the session with anyone else. This includes other pupils in my class.
- I will follow the usual school rules regarding my behaviour. I will be safe, kind and respectful
- During the session, I will try my best to listen and contribute to the session
- I will be patient and respectful with my teacher and classmates
- I will have pencils and paper ready to use if needed
- I will not record, take photos or screen shots of the live session
- I will be on time for the planned session
- I will end the session as soon as the teacher tells me to do so.
- I will not re-join a live session.
- I understand that these rules are here to keep me safe and that if I am concerned I must talk to a trusted adult.