



Policy

Remote Learning

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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
- Reflect the school's commitment to the UN Conventions of the rights of the child specifically article 28, 29 and 31.

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 8.45am and 3.15pm.

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:

- Running their Google classroom – monitoring, setting and responding to learning when their class are working remotely:
 - Teachers need to create a timetable for the week (with their year group partners) – similar to that taught in school (see example on the network). This must include a balance of subjects from across the curriculum and the daily teaching of the core areas. This timetable should be shared at the beginning of each week with parents and pupils using the google classroom platform before 8.45am every Monday.
 - Teachers must liaise with their year group partners to provide remote learning for the pupils in their class across all areas of the curriculum ensuring an equal balance of coverage. Core

subjects must be taught daily. There should be at least one PSHE and PE lesson per week to promote pupil health and well-being

- Where appropriate, planned lessons should promote outdoor learning and practical tasks to reduce screen time and enhance pupil well-being.
- If possible, remote learning should include pre-recorded lesson inputs. This can be in the form of a Power Point with audio instructions or a pre-recorded video clip. Alternatively, clips/Power Points can be shared and put on each classes' Stream on Google classroom.
- Pre-recorded lessons should take place in a quiet area with a neutral background. Staff should present themselves formally in their usual work attire. Language should be appropriate and of an educational nature. No pupils should be present within pre-recorded footage. Footage should not be taken with children working in the background.
- Teachers who are responsible for PPA cover will be allocated to a year group where they will be expected to provide remote learning as outlined by the Assistant Head for the phase.
- Early Years and Key Stage 1 teachers will be expected to provide at least 3 hours of learning in line with Government expectations whilst Key Stage 2 teachers will be expected to provide at least four hours of remote learning.
- Daily remote learning needs to be uploaded on Google classroom or the school website **before 8.45am each day** with the **appropriate resources**.
- Daily home learning should be set out using the whole school agreed format for continuity and consistency (see examples on the shared network).
- Where possible, weekly planning meetings should still take place using Google Meet to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work.
- Hard copies of learning should be provided if pupils do not have access to devices or the internet. These can be collected by parents or posted from the school office.

➤ Providing feedback on work

- Teachers to regularly monitor their pupils uploads on google classroom accounts to provide learning support and ensure that their pupils are engaging with the work that has been set.
- Teachers to telephone pupils who are not engaging in remote learning to offer support and help overcome barriers on a regular basis.
- Teachers to monitor comments on classwork uploads to encourage appropriate behaviour and establish expectations in line with the Oak Green Positive Behaviour Policy.
- Remote Learning behaviour expectations should be regularly shared via newsletter updates.
- Teachers should provide clear expectations for remote learning behaviour using the Google classroom Stream.
- Feedback should be provided using the comments section on google classroom and whole class comments using the Stream when learning is submitted.
- The Stream may be used by students to add comments to **discuss direct learning only**.

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

- Teachers to regularly telephone remote learners when they are timetabled to be working on site. Cover to be established by the cover supervisor and agreed as appropriate by Assistant Head Teachers.
- Telephone calls should be made from the Deputy Heads' office or main office during agreed times.
- Teachers should speak directly with caregivers, but offer the opportunity for pupils to communicate. At all times, care givers should be present and able to hear the conversation. If possible, we recommend the use of 'Speaker Phone' on devices and for another member of staff to be present.
- Teachers should enquire after their pupil's general well-being and provide learning support where it is required. If pupils have failed to submit learning then this should be raised as a concern and further support should be offered.
- **Under no circumstances should teachers use personal devices or share personal contact details with caregivers or pupils.**
- Emails from parents should be directed to the school office where they will be forwarded to the appropriate members of staff.
- If any communications are deemed to be inappropriate, they should be emailed to the school office for the attention of the Senior Leadership Team. Where appropriate, screen shots should be taken to use as evidence.
- **Safeguarding concerns should be reported immediately to a Designated Safeguarding Lead (please see the Oak Green Safeguarding Policy).**
- Staff are expected to feedback to pupils **within their working hours only**, e.g. 8.30am – 3.30pm.
- Staff should ensure that they have read and are familiar with the 'Staff Handbook'. The same guidance will continue to apply during periods of remote learning in regards to codes of conduct.
- In line with our positive behaviour policy, postcards will be sent each week to celebrate 'fantastic' remote learning.

➤ Attending virtual meetings with staff, parents and pupils.

- All staff must ensure that they are dressed professionally in their usual work attire.
- Meetings should take place in quiet locations either on the school site or within home settings if a member of staff is working remotely. Please avoid areas with background noise and ensure that nothing inappropriate is visible in the background. **Do not record with a live class present in the background.**

2.2 Teaching Assistants

When assisting with remote learning, teaching assistants must be available during their contracted working hours.

During this time, they will be expected to check work emails and be available when called upon to support 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 teachers with remote learning. This could be in the form of making Power Points or creating pre-recorded learning or even recording stories subject to copyright laws.
- Attending virtual meetings with teachers, parents and pupils:
 - All staff must ensure that they are dressed professionally in their usual work attire.
 - Meetings should take place in quiet locations either on the school site or within home settings if a member of staff is working remotely. Please avoid areas with background noise and ensure that nothing inappropriate is visible in the background.
- Teaching Assistants working on site in 'Mini' school will be expected to carry out responsibilities under the guidance of the teachers with whom they are working.

2.3 Subject Leads

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 – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

2.4 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 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

2.5 Designated Safeguarding Lead

The DSL along with the DDSLs are responsible for:

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

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

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day (8.45am – 3.15pm) – 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.

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

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 class teacher or SENCO

- Issues with behaviour – talk to the relevant Assistant Head Teacher
- Issues with IT – talk to the Network manager or computing lead as appropriate.
- Issues with their own workload or wellbeing – talk to class teacher, pastoral care or Assistant Head Teacher
- Concerns about data protection – talk to the school GDPR lead.
- Concerns about safeguarding – talk to the DSL

Include contact details where necessary.

4. Data protection

4.1 Accessing personal data

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

- Use the schools recommended learning platform – Google Classroom
- Do not share personal information unless it is absolutely needed.
- If personal information is required, it should be shared in a secure way through the school shared drive or Google Drive **only**.
- Emails should not include personal information.
- They only share **essential information**.
- Personal pupil information is not stored on their devices.
- Only school assigned equipment is used during exchanges of information.

*** Please refer to the Data Protection Policy for detailed clarification.**

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses or login information 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 is locked if left inactive or unattended 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. Monitoring arrangements

This policy will be reviewed regularly whilst we adapt to remote learning. At every review, it will be approved by the full governing board.

6. Links with other policies

This policy is linked to our:

- Positive Behaviour policy
- Child Protection Framework Policy
- Data Protection Policy and privacy notices
- Home-school agreement
- Acceptable Use Policy
- Online safety policy
- Mobile phone, personal device and imaging Policy