

# Brownsover Community School



## Remote Learning Interim Policy

<b>Policy Number</b>	C24 - Curriculum
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<b>Acknowledgement(s)</b>	All staff
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## Document Information

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### Document history

Version no.	Date	Change
1.1	Jan 2021	Initial copy
1.2	Sept 21	Still current and in line with requirements

### Approvals

Role	Name	Signature / Approval	Date
Headteacher	E.Basnett		Sept 21
Governors - Full Governing Body			
Governors - Performance & Standards Committee			
Governors - Chair of Governors			
Governor			

### Reviewers

Role	Name
Head teacher	E. Basnett
SLT	
Governors	
Staff	Teaching staff

### Distribution for Information

Role	Name

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### 1. Aims

This Remote Education Policy aims to:

Ensure consistency in the approach to remote learning for all pupils (Inc. SEND) who aren't in school

Provide clear expectations for members of the school community with regards to delivering high quality, interactive remote learning

Support the continuous delivery of the school curriculum alongside health, well-being and parent support

Support effective communication between the school and families and support attendance

Provide appropriate guidelines for data protection

### 2. Roles and responsibilities- in case of a bubble closing or school closure

#### 2.1 Teachers

When providing remote learning, teachers must be available between 9am and 3pm. They are not available from 12-1pm, when they break for lunch.

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 providing remote learning, teachers are responsible for:

Setting work:

- They must set work for their class. Where appropriate, Year groups can work together to set work across the two classes. Teachers will set work that will cover the same topics they would in school and though these lessons will be of a high standard, they will be adapted to suit virtual learning.
- This work needs to be set by 9am each morning. It can be set by 3pm the day before to give parents time to organise the next day of home learning.

- Work should be uploaded to Google Classroom, along with the resources and recording required for the learning.
- Year groups teachers will decide together what they will set, to ensure consistency. However, work should be tailored to each class and, where necessary, to meet the needs of individual children.

***If an individual child is isolating, the slides and resources the teacher has prepared for lessons taught in school will be uploaded to Google Classroom for the individual to access. The teacher will not be required to record a video of the lesson for individuals.***

Providing feedback on work:

- Children will submit their work through Google classroom. This can either be using a Google Docs application or an alternative file that has been uploaded.
- Staff will respond to all work on the same day if submitted before 1:45pm.

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

- Teachers will finish providing feedback on work at 2:30pm and will then begin phoning parents/carers of children who have not been submitting work on Google Classroom.
- Teachers will email the school family support worker with details of any children they are concerned about so that she can contact the family and respond accordingly.
- If there are any complaints from parents, they must be directed to contact the school via email ([admin2616@welearn365.com](mailto:admin2616@welearn365.com)) and teachers isolating should not enter into discussions about this.
- Any safeguarding concerns should be recorded on green forms as usual.

Attending virtual meetings with staff, parents and pupils:

- If staff need virtual meeting with parents, they must wear clothes that are appropriate for work and the call must take place against a plain backdrop/backdrop provided any online platform being used. There must be no personal belongings displayed in the background.
- Staff must be aware of their location as meetings must remain confidential. They must ensure that there is not any inappropriate background noise and that the conversation cannot be heard by anybody.

## **2.2 Teaching assistants**

If a bubble needs to switch to remote learning, teaching assistants must be available during their normal working hours.

During this time, if they are unable to work for any reason, 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 to be directed by the teacher for how to support best. This could be (but not exclusively):

- Contacting certain children to assist with their learning
- Checking on wellbeing of children
- Researching resources
- Running videoed intervention sessions
- Recording themselves reading stories and uploading this

### **2.3 Senior leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school including daily monitoring of engagement.
- Monitoring the effectiveness of remote learning through regular meetings (virtually or via email) with teachers and subject leaders, reviewing work set or asking for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

### **2.4 Designated safeguarding leads**

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the *Safeguarding and Child Protection Policy*.

### **2.5 Pupils and parents**

Staff expect pupils who are learning remotely, to:

Be contactable during the school day (via their parents, by email or phone) – though school would not expect them to be working on an electronic device for the duration of the school day

Complete the work set to the deadline set by teachers

Seek help if they need it, from teachers or teaching assistants (by emailing the class teacher or teaching assistant)

Alert teachers if they are not able to complete work (by emailing the class teacher or teaching assistant)

Staff can expect parents with children learning remotely to:

Make the school aware if their child is unwell or if they cannot complete work for some other reason

Seek help from the school if they need it

Be respectful if making a complaint or sharing any concerns

We appreciate that whilst it is incredibly hard to juggle working from home and home schooling, we ask that parents support their children as much as possible in completing the work set for them to the best of their ability. We will offer support and guidance wherever possible.

## **2.6 Governing body**

The governing body are responsible for:

Monitoring how the school provides 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 SENCO

Issues with behaviour – talk to a member of the senior leadership team

Issues with IT – talk to IT coordinator

Issues with their own workload or wellbeing – talk to their line manager or a member of SLT

Concerns about data protection – talk to the data protection champion – Elaine Murray

Concerns about safeguarding – talk to a member of the DSL team

## **4. Data protection**

### **4.1 Accessing personal data**

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

Use school devices only

Only use this for the purposes of remote learning or safeguarding

Ensure they logout of their school device when they have finished accessing the data required

### **4.2 Processing personal data**

Staff members may need to collect and/or share personal data such as 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 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

Installing and updating antivirus and anti-spyware software

Keeping operating systems up to date – always install the latest updates

### **5. Safeguarding**

Please refer to the *Safeguarding* policy on the website

### **6. Monitoring arrangements**

This policy will be reviewed every 6 weeks by the Headteacher

### **7. Links with other policies**

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy
- Staff code of Conduct