

Ettington C of E Primary School



Remote Learning Policy

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1. Aims

Ettington C of E Primary School is committed to ensuring the continuity of education where pupils are unable to attend school due to Covid-19. This includes periods of full or partial school closure or where pupils are in periods of self-isolation.

This policy sets out the intentions of the School to ensure all children continue to receive good quality education throughout Covid-19. This policy outlines our contingency plans for the continuity of education, the expectations of students, staff and parents, as well as how the School will support staff and students with the provision of remote learning.

Staff and students will be briefed and trained on the contents of this policy to ensure the safe continuity of education. This policy works alongside our data protection policy, information security policy, acceptable use of IT policy, behaviour policy and in line with our safeguarding policies and procedures.

All relevant resources that are available and will possibly be used by the school to deliver remote learning are listed in Appendix 1 of this policy. This will be reviewed and updated as appropriate.

1.1. Remote Education for Individual Learners

If a student is subject to a period of absence as a result of Covid-19, and where agreed with the school, and the student is feeling well enough to work, the school will provide lessons/work for students who are unable to attend school in person.

In these circumstances, the completion of work will be coordinated by the class teacher/Headteacher/a member of the Senior Leadership Team. This will be in collaboration with the student's parents/carers. Ways in which the continuity of education would work in these circumstances are as follows:

- *Class teacher setting work/assignments for the individual(s) to complete in a number of different subjects.*
- *Sharing of any learning resources used to assist with the individuals learning.*
- *Feedback provided to learners on any submitted work.*
- *Ability to ask teachers questions via school email/Learning platform.*
- *Staff will ensure they communicate with individual learners at least once a week, either by email, via the Learning Platform (Google Classroom/Tapestry or by a phone call to home.*
- *Students who are unable to attend in person may also have the opportunity to join some of the lessons using our remote learning platform, Google Classroom/Tapestry, Google Meet, Microsoft Teams. This will work by a link being sent to the student's school email address. Teachers will position the webcam in the classroom so that remote learners can see the board.*
- *In the event of students logging on to participate in live lessons, section 4 of this policy will also apply.*

1.2. Remote Learning in the Event of Partial or Full School Closure

In the event of the school temporarily closing to whole class/year groups, or in the event of a temporary whole school closure, the school may provide continuity of education in any of the following ways:

- Replicate the classroom experience so far as is possible by delivering scheduled live/pre-recorded lessons using Google Meet/Microsoft Teams. Sessions will take place at the start of the morning and again in the afternoon. Sessions will run between 30 and 40 minutes.
- Regular setting of work by teaching staff via Google Classroom/Tapestry to ensure learners have meaningful work each day in a number of different subjects. Each day the Teacher will set and post at the start of the morning one hour long lesson of Literacy and Numeracy. In addition over the week, Teacher will set and post work covering the following subjects: Creative Curriculum (Geography, History, DT, Art, Music) Religious Education, PSHE, Science, PE and IT. **Children in Key Stage 2 will have work for at least 4 hours each day and pupils in Key Stage 1 and EYFS at least 3 hours each day.**
- The ability for learners to ask staff questions (via Google Classroom/Tapestry).
- Completion of work by learners and submitting online; via the submission function within Google Classroom/Tapestry.
- The assessment of work/assignments that are submitted to teachers with feedback provided to learners via Google Classroom/Tapestry.
- Staff will communicate with learners at least once a week, but will aim to provide feedback on a daily basis relating to any piece of work that is completed and returned.
 1. The use of systems – Google Classroom/Google Meet/Microsoft Teams/Tapestry.
 2. Lessons will be scheduled and communicated out to students using a weekly timetable – this will cover the full Primary Curriculum and also provide up to 20 minutes each week of pastoral support from the Class Teacher in small groups.
 3. Staff will be communicating with students and parents via Google Classroom and Tapestry (Rec only) at least once a week, but in the event of a whole school lockdown daily.
 4. Students & parents can contact staff – via the learning platform or via the school admin email or telephone.
 5. We will be operating live sessions/pre-recorded sessions in the event of a whole school lockdown. In addition the Headteacher will deliver at least 2 whole school collective worships/assemblies during the week.
 6. Work will be assessed by the Class teacher using the online platform and feedback will be provided where necessary.

1.3 Live Sessions

Live sessions are a useful way to replicate the classroom experience when a significant proportion of a cohort or the entire cohort are absent and will allow for students to ask questions in 'real time'. Google Meet will allow for the setting of assignments, sharing of resources and for teachers to schedule and deliver lessons virtually yet in a similar way to how they would in the classroom.

Learners will be provided with a school email address to avoid any issues with data protection. Parents and students will not be required to provide their personal email addresses. The school has consulted with their IT support and safeguarding team to ensure the use of a safe and secure platform. The school has consulted with the school's Data Protection Officer to ensure GDPR compliance.

Students will be instructed to turn their camera settings off and mute the microphone function. At points where children are asked to participate, the class teacher will invite them to unmute their microphones.

*Use of the chat function will be enabled for the duration of the lesson. Students will be invited to use this function as and when appropriate. Students can also use the chat function to engage with their teacher. Students should not use the chat function once the lesson has ended.

2. Roles and Responsibilities

This policy is applicable to all staff and students within the school. It will also apply to any external agencies or individuals who are working and acting on behalf of the school, where appropriate. Failure to comply with this policy may result in relevant actions being taken in accordance with appropriate policy listed in Section 1.

2.1. Expectations of Parents/Carers and Students

- Students will be expected to engage in all scheduled live lessons and complete tasks promptly. Students who are to be absent from lessons or unable to complete tasks will need to follow the usual absence reporting procedure.
- Students should not use their own or any other's personal email accounts to contact members of staff.
- Students should support the delivery of a virtual curriculum by completing the work set by the teacher on time and to the best of their ability.
- Parents/carers are expected to support staff in educating their child by providing a good learning environment and seeking support or understanding of your circumstances if required.

- Parents/carers and/or students should seek support quickly from the school if they/their child is struggling to access the resources or understand what is expected of them by contacting the school at admin3024@welearn365.com.
- Parents should make the school aware if your child is sick or for any other reason your child cannot complete the work/participate in lessons.
- Be respectful that staff will work their usual school day hours 8:55am-3:20pm and thus on weekends and evenings will not respond to requests.
- Parents and pupils must not record the lessons on any device as this would contravene the school's Safeguarding policy for all children.
- Students will be expected to comply with the school's usual code of conduct at all times and behave as they would within the classroom.
- Any work completed should be submitted using the submission facility within Google Classroom/Tapestry by the date set. Students can contact their class teachers via the admin school email account if they have any difficulty with this.

2.2. Expectations of Teaching Staff

- Staff should only use school devices for the purposes of remote education.
- Staff will record the length, time, date and attendance of any sessions held.
- Staff are responsible for planning and teaching a well sequenced curriculum as guided by the senior leadership team.
- Staff will set assignments and clearly identify submission dates.
- Staff will gauge how well learners are progressing by using questioning, tests and quizzes to assess individual's learning.
- Staff will adjust the pace and pitch of lessons in response to assessments including the simplifying of materials and/or teaching content to ensure individuals are able to understand.
- Staff may provide hard copies of resources to learners who do not have access to the internet or who struggle to engage in online learning.
- Staff will differentiate work where appropriate in accordance with the individual learner's needs.
- Staff will provide feedback to students in a timely manner.
- Staff will communicate via Google Classroom/Tapestry, or where appropriate via phone call, with students to check how they are coping. This will be at least once per week.
- Staff are responsible for delivering virtual lessons on school devices in line with Safeguarding and Data Protection requirements.
- Staff will ensure they use a quiet or private room or area to talk to pupils, parents or carers, where appropriate.
- When broadcasting a lesson, staff should ensure that the background environment used is appropriate or where possible blur it.

- Staff will discuss how they will provide pastoral care with a member of the SLT and ensure any steps involving the need to meet with children on a one-one basis, are approved and overseen by a senior member of staff.
- Staff will keep a record of pupils regularly not attending live sessions or completing assignments posted online and report this back to the Headteacher in a timely manner.

2.3. Expectations of Senior Leadership Team (SLT)

- SLT will co-ordinate the remote learning approach across the school through INSET and further CPD as required.
- SLT will monitor the effectiveness of remote learning through regular meetings with teachers and phase leaders, reviewing work set or reaching out for feedback from pupils and parents.
- SLT will monitor the security of remote learning systems, including data protection and safeguarding considerations in conjunction with the school's IT support and safeguarding team.
- SLT will support staff members who may be unfamiliar with the technology and provide appropriate training where necessary.
- SLT will ensure that the workload of staff is manageable by providing a range of bespoke resources and support.
- SLT will ensure that staff are trained in and adhere to the GDPR requirements in the co-ordination and delivery of remote learning.
- SLT will ensure that the school's reporting procedures are communicated to pupils, parents, staff and carers so that any safeguarding concerns can be raised effectively.
- SLT will need to discuss and approve any steps to be taken with the provision of pastoral care, which may involve the need to meet with pupils on a 1:1 basis.
- SLT will periodically review the arrangements set out in this policy to ensure they remain suitably effective.
- SLT will follow up any concerns raised by the Class Teachers regarding the attendance of pupils at live sessions or the completion of online assignments. The Headteacher will contact parents via the telephone or email to discuss the potential barriers to engagement and learning and offer support.

3. Support for Individuals

All staff and students will receive training on how to use Google Classroom/Tapestry. This will be regularly reviewed and refreshed as appropriate.

Parents/carers will be provided with information on the platform to be used for the purposes of remote education, how this works and any relevant user guides. Parents/carers will also be given information on the type of work that pupils are expected to undertake, how their teachers will be communicating with pupils and details of how online lessons planned to be delivered. The school will ensure there is regular communications with parents/carers.

The school will keep up to date records of students who have limited or no access to relevant devices or to the internet.

Where students are unable to engage in online lessons due to having access to shared devices, plans will be made to ensure the student can access the same learning materials at a different time of convenience. Live sessions will be recorded and posted on GC/Tapestry so that access can be gained at a later date.

Where students do not have access to a device, the school will look to provide devices suitable for participating in remote education / support individuals with applying for support through the relevant local authority/government schemes. Where it is not possible to provide support with obtaining access to a suitable device, the school will provide hard copies of materials and ensure they regularly communicate with individual students and their parents/carers to assist with the student's learning wherever possible.

We will also have plans in place to ensure that remote learning is adapted for younger children and those children with SEN who may not be able to access the technology in the same way or without supervision.

We will continue to provide pastoral care by assisting parents with establishing a routine to allow time for education and relaxing to reduce stress and anxiety. If the school consider any one-to-one sessions to be appropriate, for example, when providing pastoral care for SEN pupils, we will do so with consideration by discussion with, and approval from, a member of the SLT, and where appropriate, include an additional member of staff or a parent in the meeting.

Regular welfare calls will be made (once per week) to any family that is struggling with online learning or if their children are vulnerable and not attending school. A record will be kept and reviewed regularly by the Headteacher to allow for the adaptation of the support made available to these children. In partial lockdown situations some vulnerable/SEND pupils may be invited to attend full or part time face to face sessions in school.

4. Data Protection, Information Security and Online Safety

When engaging a third-party data processor to provide us with a platform to deliver remote education, the school will:

- Ensure the service provides sufficient guarantees of their GDPR compliance.
- Share only information that is considered necessary for the system to work and operate in order to achieve the required purpose.
- Conduct a Data Protection Impact Assessment to identify and minimise risk.
- Inform individuals of the details of any third-party processor and the data to be processed for these purposes by updating your privacy notices.

When staff are required to work from home in order to deliver education, the school shall:

- Provide staff with a secure, school registered device to work from.
- Ensure any information taken off school site is done so in accordance with our Information Security Policy.
- Ensure staff are briefed and familiar with the school's remote working policy.
- Ensure all staff are up to date with data protection training.

When implementing a platform where students are required to engage in online activities, the school will:

- Ensure parents are informed of the type of work children are being asked to do.
- Provide information on who is likely to engage with pupils online in order to deliver online teaching.
- Share information and guidance with parents to ensure they are able to effectively monitor their children's safety online.
- Review settings to ensure they are set to the most secure and practical format that is possible.
- Consider the age of the children when designing the delivery of the curriculum and the systems they will be required to use.
- Review privacy settings of all platforms used for online teaching (e.g. YouTube, MS Office, MS Teams, Google Classroom/Meet, Tapestry) to ensure children are not placed at risk.
- If uploading information to an open cloud-based system, we will ensure no personal information that identifies individuals is included.
- Take all reasonable steps to ensure that risks of harm to children through inappropriate access via online portals are reduced as far as possible.
- Continuously liaise with our safeguarding team to ensure we are following all relevant safeguarding guidance.