

Remote learning policy



Statement of Intent

Uplands Junior School has always strived to be creative, innovative and support our parents/children in the best way possible to make learning purposeful and holistic. Our strategy for remote learning continues this. Our strategy is based on the DfE Guidance <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirusoutbreak/guidance-for-full-opening-schools> particularly regarding remote education support and DfE Remote Education best practice guidelines <https://www.gov.uk/government/publications/remote-education-good-practice/remoteducation-good-practice>.

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1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the school's approach to remote learning for all pupils (inc. SEND) who are not in school through the use of quality online and offline resources and teaching videos. **Live lessons will only be used under certain circumstances when deemed appropriate. Please note when referring to 'live lessons' these notes are in bold italics.**
- Set out expectations for all members of the school community with regards to high quality interactive remote learning
- Include continuous delivery of the school curriculum, as well as support, motivate and monitor health and wellbeing of pupils including parental support
- Support effective communication between the school, families and support attendance
- 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. Scope

This policy aims to support learners and their families in the following circumstances:

- If a child (and their siblings if they are also attending) is absent because they are awaiting test results and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal. Under these circumstances, children will access remote education in the following ways:
 - Access to Google Classroom and associated assignments and links to resources
 - Access any recorded videos from the previous day, completed by activities, assignments and assessment material
- If a child's whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19. Under these circumstances, children will access remote education in the following ways:
- Access to Google Classroom and associated assignments and links to resources along with any pre-recorded lessons
- **'live lessons as part of a whole class using Google meet if 'live lessons' are deemed necessary by the schools senior management team. All lessons will be recorded for safeguarding purposes.**
- A member of staff needs to self-isolate but is not ill. Under these circumstances, children will access remote education in the following ways:
- The member of staff will deliver teaching to the whole class from home. This will be done through scheduling assignments throughout the week along with resources. Pre-recorded lessons using Smart notebook software may also be used if deemed more beneficial to the students.

- **‘live lessons’ as part of a whole class using Google meet if ‘they are deemed necessary by the school. All lessons will be recorded for safeguarding purposes.**
- This policy could also be used as part of a wider contingency plan to cover events that require full or partial school closure such as extensive flood, fire damage, heating etc...

3. Content and Tools to Deliver This Remote Education Plan

Google Classroom is the principal tool used to deliver remote education. This will be supported by:

- Use of recorded videos **(or Live lessons if required)** and instructional videos, smart notebook, Microsoft office and gsuite software
- Phone calls home
- Printed learning packs
- Physical materials such as story books and writing tools
- Use of BBC Bitesize, Oak Academy, SATs Companion, Sum Dog, Spelling Shed, Times Tables Rock Stars

4. Home and School Partnership

Uplands Junior School is committed to working in close partnership with families and recognises each family is unique and because of this remote learning will look different for different families in order to suit their individual needs.

Uplands Junior School will provide resources for parents/carers on how to use Google Classroom and (other resources here as appropriate) and where possible, provide personalised resources. Please see school website for support materials.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Uplands Junior School would recommend that each ‘school day’ maintains structure.

We would encourage parents to support their children’s work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration.

Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on case-to-case basis.

In line with Uplands Junior School Online Safety Policy and learner AUPs, we would encourage parents to follow the [‘digital 5 a day’ framework](#) which provides practical steps to support a healthy and balanced digital diet.

5. Online Safety/Safeguarding Considerations

This policy supports the school’s Online Safety Policy, particularly the section related to Remote Education/Online Learning. It also refers to DfE Guidance set out in Teaching during coronavirus (COVID-19), particularly Safeguarding and remote education during coronavirus (COVID-19) - <https://www.gov.uk/guidance/safeguarding-and-remoteeducation-during-coronavirus-covid-19>

All learners have read, understood and signed an Acceptable Use Policy specifically for the use of Google Classroom (See Appendix i.) These documents clearly articulate expectations for safe, respectful, and appropriate use and sanctions which might be taken in the event of misuse.

All parents/carers have been notified that the school intends to use Google Classroom and have read, understood, and signed the Acceptable Use policy for parents/carers (See Appendix ii.)

All resources made available through Google Classroom, particularly video resources, will have been thoroughly checked before use. If using YouTube video, this will be displayed using a service such as <https://safeyoutube.net/> or <https://safeshare.tv/>

The school has considered the safeguarding implications of delivering 'live' or recorded lessons and has detailed the steps required to ensure the safety of all involved. These are detailed in the AUPs for remote learning for staff, pupils and parents (See Appendix i and ii and iii.)

These include:

- **For school staff**
 - **The school has made the decision to disable all learners' incoming video during a live lesson – it will only be the teacher's screen that will be broadcast**
 - **All 'live' lessons will be part of a planned schedule and will have been agreed with SLT**
 - **Before any live lesson takes place, parents/carers will have been notified and agreed**
 - **All live lessons will be recorded.**
 - **All 'live' lessons will take place within the agreed school platform i.e. Google Classroom**
 - **Expected levels of professionalism will be maintained at all times – this includes the setting (backgrounds will be blurred or changed if possible), and attire. No member of staff's family will be visible on screen when delivering a 'live' lesson.**
 - **Behaviour expectations will be reiterated at the beginning of any live lesson – no behaviour which contravenes expectations will be tolerated**
 - **Any concerns will be reported immediately to the DSL – if required, the live lesson will be stopped or paused to address any issues.**
 - **No recording (other than official recording of the lesson via the platform) will take place – no pictures/screen shots will be taken. Nothing will be shared on social media without agreement of SLT and line with school policy**
- **For children and families:**
 - **Children and parents/carers will have read, understood and signed the AUP before any live lesson takes place (See Appendix I and ii.)**
 - **All learner videos will be disabled by default (CHECK)**
 - **Parents/carers will ensure that expectations in the AUP are upheld – these include behaviour, dress code and a suitable learning environment free from noise (bedrooms and not suitable) in which the lesson can be overheard. Backgrounds will be blurred.**
 - **At no point will members of the child's family be visible on screen**
 - **No one will record or take a screen shot of the live lesson – at no point will anything relating to the live lesson be posted or referred to on social media**
 - **Any concerns will be reported immediately and officially to the DSL**

6. Roles and responsibilities

6.1 Teachers

Teachers must be available between 9am and 3pm. 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 procedures between 9am and 3pm on the designated absence number. If it affects the completion of any work required ensure that arrangements have been made with year group partners or SLT to ensure work is completed.

Teachers are responsible for:

- **Setting work:**

- ○ Creating a weekly timetable of work for their year group in liaison with year group partners. This must include subjects from across the curriculum.
 - Set differentiated Maths, English where appropriate. The use of SATS Companion, Times Table Rockstars, Sum dog, Spelling Shed can be used to support learning but with focused tasks.
 - Year group weekly timetables should consist of daily maths and English tasks along with one science, one RE, one MFL, one PE and one creative curriculum task per week. A weekly assembly should also be included linking it to topics stated on our assembly rota or to promote the well-being of students. ○ Working as a year group team to ensure the above work is planned and ready.
 - Online line safety curriculum to be followed at [thinkuknow website](https://www.thinkuknow.co.uk/). The page has been created to support parents during COVID-19 and the closure of schools. Each fortnight, they will be releasing new home activity packs with simple 15 minute activities that can be completed at home to support children's online safety at a time when they will spending more time online.

➤ Providing feedback on work:

- Pupils can send any completed work to teachers via google classrooms
- Teachers can private message or comment on work turned in along with digital stickers for rewards.
- Teachers should respond to any emails from parents/children within 48 hrs
- Teachers can share, if they choose to, children's work to be displayed on the stream page to promote, reward and encourage pupil work alongside learning behaviours demonstrated.

➤ Keeping in touch with pupils and parents:

- Emails received in the year group along with emails from parents and pupils are to be checked between 9am and 3pm, Mon- Fri. Emails must be replied to within 48hrs. Only send replies between these times. Anyone can respond to year group enquiries it does not have to be the actual class teacher.
- Any issues that are received are to be dealt with professionally by the class teacher. If necessary class teachers are to contact a member of SLT for advice.
- Teachers are to attempt to make contact will all pupils in their class every 2 weeks via telephone call when in school or from a withheld number. Contact details can be accessed from Teachers 2 parents. Please ensure you log off and do not share information with a third party. Record all contacts with parents and add any relevant actions. Example: comment 'Telephoned Mum offered support during home learning and I spoke with child who is getting on well. No concerns.' Alert a member of the safeguarding team if there is a safeguarding concern.
- Contact should be polite and encouraging. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly.

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

- If there is a concern around the level of engagement of a pupil/s parents should be contacted via phone to assess whether school intervention can assist engagement
- All parent/carer emails should come through the school office email or specific staff email set for remote learning (this should not be the member of staff's normal school email) The head teacher will also forward any emails to relevant staff and send replies back to support prompt communication between home and school.
- Any complaints or concerns shared by parents or pupils should be reported to a member of SLT– for any safeguarding concerns, refer immediately to the DSL

➤ Attending virtual meetings with staff, parents and pupils:

- At present we have not established virtual meetings (tbc for future parents evening)
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

6.2 Teaching assistants

Teaching assistants must be available between 9am – 3pm, Mon to Fri. During this time they are expected to check work emails and be available when called upon to attend school. 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 pupils with learning remotely:
- When requested by the SENCO
- During the school day, teaching assistant must complete tasks as directed by a member of the SLT.

6.3 Subject leads

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

- Monitoring the work set by teachers in their subject – Review work set weekly on the website
- Review your current subject in the light of home learning. Evaluate what changes will need to be made for future reference in the event of a national/local lockdown.

6.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – SLT
- Monitoring the effectiveness of remote learning – reviewing work set by teachers weekly, monitoring tasks assigned, monitoring email correspondence between parents and teachers
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

6.5 Designated safeguarding lead

The DSL is responsible for:

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

See the COVID-19 amendments to the Child Protection Policy

6.6 Pupils and parents

Staff can expect pupils to:

- Be contactable during the hours of the school day 9am – 3pm – although they may not always be in front of a device the entire time
- 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 to:

- Seek help from the school if they need it – staff should refer parents to the 'home learning' section on our website for the weekly timetables and other useful links for learning
- Be respectful when making any complaints or concerns known to staff

6.7 Technical support

Technical support is responsible for:

- Managing and addressing technical issues in Google Classroom/Teams
- Supporting staff with any technical issues

6.8 The SENCO

Liaising with the Technical Support to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.

- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely
- Liaising with the head teacher and other organisations to make any alternative arrangements for pupils with EHC plans and IEPs
- Identifying the level of support

6.9i The School Business Manager/Bursar

- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working/learning arrangements

6.9ii 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
- Ensuring the Remote Education policy is fit for purpose and fulfils requirements set out in DfE guidance - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-forfull-opening-schools&res>

7. Who to contact

If staff have any questions or concerns, they should contact the following individuals:

- Issues in setting work – talk to the relevant subject lead/SENCO/SLT
- Issues with behaviour – talk to the SENCO/SLT
- Issues with IT – talk to Computing leads or log a ticket with eservices
- Issues with their own workload or wellbeing – talk to their line manager/SLT

- Concerns about data protection – talk to the data protection officer (Carl Banks S4S)
- Concerns about safeguarding – talk to the DSL

All staff can be contacted via the school email addresses

8. Data Protection

8.1 Sharing personal data

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.

While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

8.2 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)
- 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
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

9. Links with other policies and development plans

This policy is linked to, and should be read in conjunction with, the following policies:

- Safeguarding & Child Protection
- Behaviour
- Data protection policy and privacy notices
- Online Safety Policy and Acceptable Use policies (specific to remote education)
- End User Agreements for Google Classroom https://gsuite.google.com/intl/en-GB/terms/education_terms.html