

# Remote learning policy



Approved by:	Mrs J Donnelly	Date: 6/10/2020 2020
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Last reviewed on:	6 <sup>th</sup> October 2020
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Next review due by:	Ongoing
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## 1. Aims

This remote learning policy for staff aims to:

- › Ensure consistency in the school's approach to remote learning
- › 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 in the event of a bubble closure

Teachers must be available between 8.30am and 4pm. 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 7am and 4pm 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:

- › Running their Google Classroom- setting work for home learning when a year group bubble closes:
  - Create a timetable for the week (with year group partners)- similar to that taught in school (see example on the network). This must include subjects from across the curriculum.

The timetable must include a mixture of live and pre-recorded lessons.

- Holding live registration sessions via Google Meet at 9am and 1.15pm
- Ensuring children have access to lessons from 9am to 3.15pm the same length taught in school.
- Ensuring children have continued interaction with the teach and other pupils
- Liaising with year group partners to produce weekly English and Maths plans
- Setting differentiated My Maths, Times Table Rockstars
- Uploading the Weekly timetable to Google Classroom
- Creating online resources to support lessons throughout the week on Google Classroom. These will range from pre-recorded lessons by the class/year group teacher, live lessons, Oak

academy resources. Resources to be used in the near future are: Phonics Bug and White Rose videos.

- Ensuring children know how to complete assigned work, turn it in, use templates, take photos of written work and upload
- Marking and commenting of children's work
- Delivering online safety lessons to children- how to interact on the live stream, cyber bullying, appropriate language, safe searching
  - Continue the use of the 'Think you know' resources which support children's online safety at a time when they will be spending much more time online.

➤ Providing feedback on work:

- Pupils can send any completed work to teachers via Google Classroom
- Teachers can mark and return work to pupils via the comments feature
- Teachers should mark work daily and return with a comment to the pupil within 24 hours

➤ Keeping in touch with pupils and parents:

- Via the private message function in Google Classroom
- Marvellous Me to be sent to pupils regularly
- Merits given to children for excellent work
- Parents to be called if pupils do not attend the daily register via Google Meet/are not engaging in the home learning
- Year group emails- Emails received in the year group email from parents and pupils are to be checked between 9am and 4pm, 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 and the Headteacher should be BCC'd in the communication. If necessary teachers to contact a member of SLT for advice (see emailing tips and strategies in the appendix)
- Teachers are to make contact with all pupils in their class every day via Google Meet, for non-attendance, the parent will receive a call.
- Withheld numbers may be used as teachers can use their mobile phones from home. Contact details can be accessed from Integris, please ensure you log off and do not share information with a third party. Record all contacts with parents on CPOMS and add any relevant actions. Example CPOMS comment 'Telephoned Mum offered support during home learning and I spoke with child who is getting on well. No concerns.' Alert the safeguarding team with any immediate concerns via telephone.
- Contact should be polite and encouraging. Teachers must adhere to the email policy and not give out any personal details. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly.

➤ Attending virtual meetings with staff, parents and pupils:

- Bubble isolation groups are expected to attend a number of virtual meetings daily- x2 registrations and a variety of live lessons
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

## 2.1a In the event of individual pupil self-isolation- SLT responsibility

- Weekly home learning to be set via Google Classroom for all individual pupils who find themselves in isolation
- Children in isolation are tracked daily and work is allocated as soon as possible once a child has been identified as self-isolating
- daily lessons span across the curriculum, lessons are closely matched to the curriculum delivered in school.
- Work is tailored to each pupil and those with SEN have individual work provided.
- Lessons for these pupils come from Oak Academy and other online sources.

## 2.2 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 support the 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 pupils with learning remotely:
  - When requested by the SENCO
- › Attending virtual meetings with teachers, parents and pupils:
  - At present we have not established virtual meetings where LSAs attend
  - Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

## 2.3 Subject leads

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

- › Supporting teachers with setting relevant online learning via Google Classroom

## 2.4 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 MyMaths, monitoring email correspondence between parents and teachers
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## 2.5 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**

## 2.6 IT staff

IT staff are responsible for:

- › Creating emails
- › 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 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 to:

- › Be contactable during the hours of the school day 9am – 3.15pm – 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 'Children's' section on our website and the 'Learning Whilst at Home' page for the Google Classroom information and other useful links for learning.
- › 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 systems are appropriately secure, for both data protection and safeguarding reasons

## 3. 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 Assistant Head (L.James) who can contact support if needed
- › Issues with their own workload or wellbeing – talk to their Phase Leader/SLT
- › Concerns about data protection – talk to the data protection officer (School Business Manager)
- › Concerns about safeguarding – talk to the DSL

All staff can be contacted via the school email addresses

## 4. Data protection

### 4.1 Accessing personal data

When accessing personal data, all staff members will:

- › All staff have access to CPOMS to record any parent contact or concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party.
- › Teachers are able to access parent contact details via Integriss using a secure password. Do not share any details with third parties and ensure Integriss is logged off.
- › SLT have the ability to locate personal details of families when required through securely accessing Integriss. SLT are not to share their access permissions with other members of staff.
- › School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

## 4.2 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.

## 4.3 Keeping devices secure

These tips are based on our article on [GDPR and remote learning](#). Talk to your data protection officer for more help, and your IT staff if you want to include details on how to put these measures in place.

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

## 5. Safeguarding

Please see the following for updates concerning safeguarding in relation to home learning.

**COVID-19 amendments to the Child Protection Policy this also details reference to remote learning curriculum and risks online.**

This policy is available on our website.

## 6. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government by L.James (Assistant Head). At every review, it will be approved by Mrs Donnelly (Headteacher) and SLT.

## 7. Links with other policies

This policy is linked to our:

- › Behaviour policy
- › Child protection policy and coronavirus addendum to our child protection policy
- › Data protection policy and privacy notices
- › ICT and internet acceptable use policy
- › Online safety policy
- › Email Policy

Below is a summary of the Remote Learning offer at Manford Primary School as forwarded to the Director Education in Redbridge.

**Oct 2020**

**'Individual pupil isolation**

*Since the second week in September we have been using Google Classroom as our platform for remote learning, which has been rolled out across the whole school. A designated member of SLT is placing weekly home learning on Google Classroom for all individual pupils who find themselves in isolation. Children in isolation are tracked daily and work is allocated as soon as possible. The work currently consists of a PDF of daily lessons which span across the curriculum, lessons are closely matched to the curriculum delivered in school. Work is tailored to each pupil and those with SEN have individual work provided. The lessons for these pupils come from Oak Academy and other online sources.*

**Bubble Isolation**

*We currently have Year 6 in isolation so Google Classroom has been used extensively to ensure daily contact with pupils through Google meet at 9am and 1.15pm, this is where a register is taken and pupils take part in quizzes, PSHE, go through the lessons for the day etc. It has also given the teachers time to model to the children how to use Google Classroom effectively through screen sharing and discussion. Throughout the day the children have a timetable of lessons which follow the curriculum they would have been taught in school. Lessons are a mixture of pre-recorded, live teacher sessions and online tasks to complete. After every lesson children are expected to turn in their work and teachers mark this and provide feedback. Below is the timetable the children have followed this week.*

*Every child also has access to TT Rockstars, MyMaths and Read Theory which are all programs that they have allocated tasks within to complete.*

*Most children have engaged with the remote learning and when they are not in attendance phone calls home have been made and support given to gain access to Google Classroom. The % of children engaged is recorded daily and we have seen a gradual rise in numbers.*

*For those children we know do not have access to a device we have provided paper packs of home learning which closely follow the above timetable. All children were sent home with equipment, exercise books and reading books in order to complete their work.*

*In the future i.e. the next bubble closure pupils who do not have access to a device will be loaned a Chromebook to access Google Classroom. 38 of these have just arrived from the DFE and are currently being set up ready to be distributed when needed.'*



## 8. Teacher guides/support resources

### Google Classroom- example day

(see Test/Example Classroom invite)

Home Learning- Thursday 8th October

 9 am Thurs 8th Oct- TT Rock stars	Due Oct 8
 10am - Thurs 8th October English- Holes by ...	Due Oct 8
 11.30am- Thurs 8th Oct- Maths Lesson	Due Oct 8
 1.30pm- Thurs 8th October Reading- compr...	Due Oct 8
 2.15pm- Thurs 8th October Science	Due Oct 8
 Ongoing- Maths revision	Due Oct 9

### (Topic/Folder) Home Learning Thursday 8<sup>th</sup> October- create a new topic every day

#### 9am- Google Meet- register pupils

- Online safety session, how to use google classroom, submit/hand in work

#### Independent Task

TT Rock stars, My Maths task, CGP book- allocated page, quiz-pre/post learning

- Children upload a picture of their work or complete the google doc you have provided

#### 10am- English Lesson (x1 teacher records for all)

- input (pre-recorded/live-max 15 mins)
- Task- Google doc/upload written work

#### 11.15am- Maths Lesson (Y6 teachers teach their group- set up own maths class)

- input (pre-recorded/live-max 15 mins)
- Task- Google doc/upload written work

#### 1.15pm- Google Meet- register

#### 1.30pm- Reading Comprehension/Grammar Lesson (teacher planning English leads)

- input (uploaded text/listen to an extract being read)
- Task- Google doc/upload written work

#### 2.15pm- Science/Topic Lesson (Follow ½ termly planning)

- input (pre-recorded/live- max 15mins)
- Task- Google doc/upload written work

#### Google Meet- Trial this first sessions on Thurs/Fri

1<sup>st</sup> session- this could be at the end of an afternoon eg a reading session, where you read the class book and ask questions. Children can use the chat function to interact.

- Maths task-Set an online task and gather children's work as a doc/upload and mark
- English task

### Tips for Home Learning

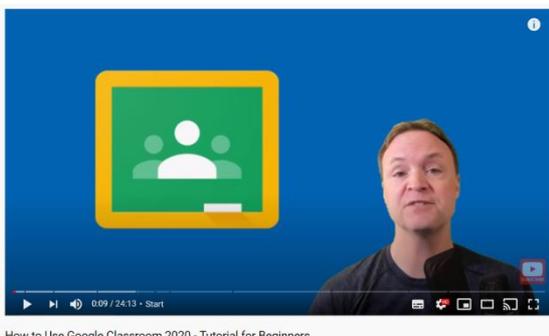
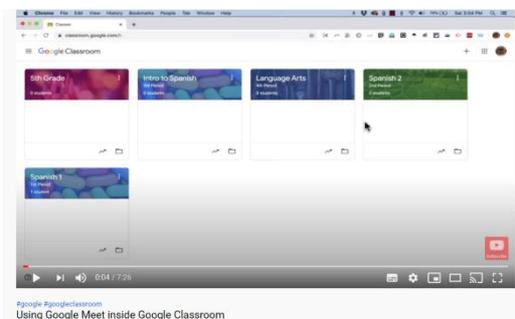
- Daily lessons must follow your normal weekly lessons- daily English and Maths lessons
- X1 teacher delivers the English lessons
- Share planning and preparation
- Create a weekly timetable of lessons (see template and complete)
- Each teacher is in control of their own classroom unless ill- responding to pupils, marking work
- Continue to follow the curriculum taught in school
- Keep English and Maths at the same times every day and vary the lessons either side
- Ensure there is a mixture of live lessons and pre-recorded lessons. Oak academy can be used where the lesson fits with the curriculum
- Remember it is best to upload PDF versions of documents or to create documents with google docs/slides to use
- When holding live lessons use google meet and share your screen, here you can use prepared smart notebook files on which you can annotate and share with the children to model strategies
- Keep live lessons focused on the learning, pause to give children time to think, ask them to share their ideas in the chat or show to the screen
- Don't rush the lesson (see some Oak academy lessons to help you)
- Provide the children with a google doc on which they can complete their work and submit it
- All assignments must have a due date set and be allocate to the topic- Home Learning- .....
- Children must submit every piece of work completed throughout each day
- Teachers are to acknowledge all work received and give feedback where necessary
- Quizzes can be set for independent work or at the end of lessons to check learning

### Watch the videos below to help you understand how to setup your classroom.

#### Creating Assignments



#### Google Meet- Live teaching/interaction



This video is long and more detailed but if you look at the details below the video you can slide the time bar to the parts you want to learn eg

- 0:00 Start
- 0:33 How to access Google Classroom
- 1:50 Create and edit a class in Google Classroom
- 3:50 Add students to your Google Classroom
- 5:35 Showing how students join a class
- 6:25 Invite guardians and email students
- 7:03 Communicating in the Stream in Google Classroom with student view
- 9:56 Adding resources and materials in Google Classroom
- 13:57 Student view of resources and materials
- 14:23 Creating an assignment in Google Classroom
- 17:59 Student view of the assignment
- 19:47 Grading and returning assignment in Google Classroom
- 23:20 Students view of the returned assignment

Example Timetable for online learning- Google Classroom

	9am	10am	11.15am		1.15pm	1.30pm	2.15pm
<b>Mon</b>	<b>Live Google Meet- Register</b> Independent Task- Online safety/share how to use google classroom	<b>English Lesson</b> Lesson with Mr Wellsman Pre-Recorded	<b>Maths Lesson- group</b> Lesson with Mrs Lomas Pre-Recorded	<b>L u n c h</b>	<b>Live Google Meet- Register</b>	<b>Reading Comprehension</b> Lesson with Mr Wellsman Pre-Recorded	<b>Topic Lesson: Science</b> Live Lesson with Miss Colman
<b>Tues</b>	<b>Live Google Meet- Register</b> Independent Task - Yoga, can you follow the link to complete a yoga workout?	<b>English Lesson</b> Lesson with Mr Wellsman Pre-Recorded	<b>Maths Lesson- group</b> Lesson with Oak Academy Pre-Recorded		<b>Live Google Meet- Register</b>	<b>Reading Comprehension</b> Lesson with Mr Wellsman Pre-Recorded	<b>Topic Lesson: History</b> Live Lesson with Mrs Lomas
<b>Wed</b>	<b>Live Google Meet- Register</b> Independent Task- Read theory, how many quizzes can you complete?	<b>English Lesson</b> Lesson with Mr Wellsman Pre-Recorded	<b>Maths Lesson- group</b> Lesson with Oak Academy Pre-Recorded		<b>Live Google Meet- Register</b>	<b>Reading Comprehension</b> Live Lesson with Miss Colman	<b>Topic Lesson: RE</b> Lesson with Miss Colman Pre-Recorded
<b>Thurs</b>	<b>Live Google Meet- Register</b> Independent Task- Home Workout, can you follow the link on google classroom and complete a workout at home?	<b>English Lesson</b> Lesson with Mr Wellsman Pre-Recorded	<b>Maths Lesson- group</b> Live Lesson with either Mr Wellsman, Mrs Lomas, Mrs Agyeman or Miss Colman - whoever your maths teacher is		<b>Live Google Meet- Register</b>	<b>Reading Comprehension</b> Lesson with Mr Wellsman Pre-Recorded	<b>Topic Lesson: History</b> Lesson with Mrs Lomas Pre-Recorded
<b>Fri</b>	<b>Live Google Meet- Register</b> Independent Task- <u>Timetable RockStars</u>	<b>English Lesson</b> Live Lesson with Mrs Lomas, Miss Colman or Mrs Agyeman	<b>Maths Lesson- group</b> Lesson with Oak Academy Pre-Recorded		<b>Live Google Meet- Register</b>	<b>Reading Comprehension</b> Lesson with Miss Colman Pre-Recorded	<b>Topic Lesson: Art</b> Lesson with Mrs Lomas Pre-Recorded