**Remote Learning Policy**

**October 2021**



**Aims**

This remote learning policy aims to:

* Set out expectations for all members of the school community with regards to remote learning
* Ensure we have a plan that can be up and running **the following day** should a need arise to educate a class/year bubble or group of pupils off site
* Support our pupils to continue to receive the best teaching and learning we can facilitate and to minimise lost learning as much as possible
* Ensure consistency in the approach to remote learning for pupils
* Provide a **‘learning at home’ timetable** which balances an expectation of learning with flexibility and the need to respect difficulties parents may have in supervising and supporting this expectation
* Ensure that maximum teaching and learning is maintained between teachers and pupils at home through the **use of live teaching lessons and an interactive platform**
* Ensure that our remote teaching allows **interaction, assessment and feedback** to take place **daily** using high quality remote education resources
* Detail how all staff are **committed to the emotional and pastoral connection and support** of all our pupils on a daily basis whilst they are learning from home
* Explain how we will support pupils who do not have suitable online access so that they can still access provision
* Keep the model as simple as possible to ensure that pupils, parents/ carers and teachers know what is being asked of them and to ensure all involved **are trained in their use**
* Provide appropriate guidelines for data protection

Parents will be informed of the closure of school for their child by email. Soon after, parents be sent the remote learning protocols and details of the online learning that is about to take place. On the first working day of isolation, parents will be able to take part in a test session for Google Meet to ensure pupils will be able to access live lessons. They will also receive the weekly timetable so that they are able to see what remote learning will look like for their child.

**Anticipated challenges and how we can respond**

* **Remote education for younger children will typically need more involvement from parents to start with, and parents may be facing a range of pressures at this time.** We will be flexible and supportive and will be available for parental general queries and specific learning support. Pupils should be able to quickly work independently as this is something that has been practiced during school time.
* **Maintaining engagement from pupils on a daily basis.** Teachers will make good use of opportunities within live lessons and comments online to set clear expectations for work submitted and to provide encouragement and celebration.
* **Supporting those pupils who usually rely on a high level of support** in class. Teachers will provide differentiated work for different pupil groups – especially those needing learning support.
* **The demand on technological devices in the home** may be stretched if more than one pupil in a home is needing to use a device at the same time. If timetable clashes occur between siblings, please speak to the class teacher and we will try to change times to suit.

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| **Pupils needing to isolate because someone in their household is symptomatic or tests positive** |
| Ongoing Support | Safeguarding/SEND |
| The child will access Google Classroom from home. Maths, English, Foundation, Reading and Spelling work will be uploaded by the class teacher for the week ahead and a timetable detailing what to do. Answers will also be uploaded by the teacher. This will be done by 6pm on the day the teacher is informed the child is awaiting test results/ symptomatic.If another class in that year group is isolating, the pupil from a different class can join them. Please check this with KB.  | School office to contact parents and carers to recommend a Covid test is taken and to make sure that parents know who to communicate test results too. If child is vulnerable in any way, the DSL will ensure that appropriate agencies are notified and arrange for regular safe and well checks via a phone call from the DSL.If a child does not engage, the class teacher is to call the parents to discuss obstacles and support.  |

In the event of a class/ year group bubble isolating because of an outbreak of coronavirus, teachers must provide remote learning for pupils in when providing remote learning, teachers must be available between working hours. 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.

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| **A whole bubble of children/ year group is isolating because of an outbreak of coronavirus or there is a national lockdown** |
| **Year 3 - 6** | **Live Lessons**35 minutes x English35 minutes x Maths35 minutes x Foundation | **Follow up work**30 minutes of English30 minutes of Maths30 minutes of Foundation (not including Games and Music) |
| **Roles and Responsibilities** |
| TeachersWhen providing remote learning, teachers are responsible for:* **Setting work:**
	+ Teachers will need to arrange 3 live lessons for the children each day and 3 pieces of follow up work to be completed (unless the foundation lesson was Games or Music). The class will be taught as a whole. Each session will last approximately 35 minutes. After this lesson, teachers will need to upload the follow up work to Google Classroom ready for the children to complete that day
	+ A daily post detailing the work for the day ahead must be posted by 9:00am each day
	+ Teachers must stay online after each lesson for 30 minutes in order to support children with any follow up work necessary
	+ Live class times need to be established at the beginning of the isolating period and communicated to the parents the day before lessons start
	+ All live lessons are delivered through Google Meet and documents for any work set need to be made using Google Docs/ Google Slides
	+ Year group leaders must ensure that each class is accessing the same work and lesson content
	+ Teachers must follow the remote learning protocols for staff
	+ For those pupils with identified SEND and those working at a much higher level, differentiated activities will be set as above. For individual pupils with an ECHP and who need more personalised learning tasks, these will be provided for by class teachers and SEND TA’s.
* **Providing feedback on work:**
	+ Teachers must provide written feedback each day (within normal working hours) using the private comment area in ‘assignments’ on Google Classroom and then return the work to the pupils
	+ Work must be marked following the marking policy where possible – eg. underlining incorrect spellings, highlighting mistakes, praising good work
	+ Teachers will celebrate individual pupils, share work and maintain the strongest sense of ‘belonging’ and class identity on a daily basis
* **Keeping in touch with pupils who aren’t in school and their parents:**
	+ Teachers must take a register of attendance and store this on the Google Drive
	+ Children not attending must be called that day by the class teacher and the reason for not attending must be fed back to the Head Teacher. The head teacher must be informed of take up numbers on day 1
	+ Teachers must respond to reasonable comments/ enquiries from parents and pupils throughout the working day using the comment function on Google Classroom
	+ Teachers must share any complaints or concerns from parents and pupils with the Head Teacher
	+ Any safeguarding concerns should be dealt with as per the Safeguarding Policy
	+ Behavioural issues during live lessons should be addressed as they would be in school
	+ Any children failing to complete the work set must be followed up to find out why
* **Attending virtual meetings with staff, parents and pupils:**
	+ Staff must participate in staff meetings/ training virtually as requested

Teaching assistantsWhen assisting with remote learning, teaching assistants must be available between their normal working hours. If they’re unable to work for any reason during this time, they should report this using the normal absence procedure. When assisting with remote learning, teaching assistants are responsible for:* Supporting pupils who aren’t in school with their remote learning
* Joining in teacher-led sessions online as appropriate
* Researching and supporting the class teacher by providing relevant resources online that may further support the pupil, especially those with SEND
* Attending virtual meetings with teachers, parents and pupils
* Ensuring that they follow the remote learning protocols set up by school
* If teaching assistants are able to stay in school during this time, they should report to the year group leader for tasks to complete or the Head Teacher

Subject leadsAlongside their teaching responsibilities, subject leads are responsible for:* Sharing ideas and best practice related to accessing their subject remotely
* Considering whether any aspects of the subject curriculum need to change to accommodate remote learning

Senior leaders and SENDCOAlongside any teaching responsibilities, senior leaders are responsible for:* Co-ordinating the remote learning approach across the school
* Monitoring the effectiveness of remote learning – discussing how it is going with class teachers and year group leaders and class teachers, reviewing work set or receiving feedback from parents and pupils
* Monitoring the security of remote learning systems, including data protection and safeguarding considerations
* (SENDCO) Liaising with the families of our EHCP children regularly to ensure that they are able to access the required resources for their child.

Designated safeguarding lead* Addressing any concerns passed on by staff
* Reporting concerns as per the Safeguarding Policy
* If any child is vulnerable in any way, the DSL will ensure that appropriate agencies are notified and arrange for regular safe and well checks via a phone call from the DSL

IT staff* 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

Pupils and parentsStaff can expect pupils learning remotely to:* Follow the remote learning protocols for pupils and parents which can be found on the school website
* Be contactable during the school day – 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

Governing board* 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
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Data Protection

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

* Secure school devices and networks appropriately
* Ensure that devices are locked if left inactive for a period of time
* Not share school devices among family or friends
* Keep antivirus software installed and up to date
* Ensure 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
* Collect and/or share as little personal data as possible online
* Keep operating systems up to date – always install the latest updates

**Safeguarding**

Please follow the Safeguarding Policy for any concerns or issues to note as usual.

**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
* Home-school agreement
* ICT and internet acceptable use policy
* Online safety policy
* Remote Learning Protocols



**Remote Learning Protocols for Parents**

All pupils are expected to participate in online lessons if they have been asked to self-isolate. We ask that the following guidelines are adhered to during times of remote learning for our pupils.

**Communication**

You will be informed of online teaching schedules, arrangements and the work your child has been set through posts from your child’s class teacher on Google Classroom. You must be logged in as your child to access any information posted on Google Classroom.

**Online provision**

* Two live lessons will take place each day at a time specified by the class teacher. Google Meet will be used for this session and it is accessible via Google Classroom.
* The school’s Behaviour Policy will be applied as normal throughout any online learning

**Participation in live sessions**

* Cameras must be turned on and children must be visible at all times for safeguarding reasons.
* We ask that children join the lesson suitably dressed, please.
* You do not need to sit with your child during the live session.
* Please ensure that backgrounds are appropriate for all participants to see.
* Access to live sessions will only be granted to pupils using their Great Moor Junior School Google account.
* All online sessions will be delivered and supervised by a Great Moor Junior School member of staff.
* No recording of live sessions is permitted.
* Attendance and completion of assignments are monitored to ensure that no pupil falls behind and so alternative provision can be put in place if necessary.
* Teachers will conduct phone calls home if pupils have not engaged in lessons to see if there is any way in which they can help.
* Devices can be loaned to pupils to take part via the school office if necessary.



**Remote Learning Protocols for Staff**

**Communicating with parents and children**

* School Spider, Great Moor Junior School email accounts/ GSuite or school’s Teachers2parents are used to communicate with parents, never teachers’ personal accounts.
* Phone calls are made from a blocked number so the teacher's personal contact details are not visible. Never give children your personal contact details.
* Only email addresses and phone numbers given by parents will be used if it is necessary to communicate with children in this way remotely.
* Staff must comply with school’s Data Protection Policy when accessing families’ contact details at home.
* Staff must follow the Staff Code of Conduct when working remotely.
* Don’t add, follow or interact with children or young people on personal social media accounts.

**Online provision**

* Gsuite for Education is the sole platform used by staff to deliver online learning, with staff using only their Great Moor Junior School account. Links to other sites may be included in learning but sites chosen to share content with children must be selected adhering to minimum age requirements. Some providers contain ads/ comments that may be inappropriate and do not allow you to restrict the audience. Home filtering systems may not be as rigorous as in school.
* Staff are familiar with the privacy settings on Google Apps and report any inappropriate content to the DSL as per school policy and also to the relevant place online.
* Class teachers must moderate the chat features of Google Classroom, dealing with any inappropriate content and those posting it as necessary, following school’s Behaviour Policy.
* Completion of work is tracked using the Google ‘Mark’ tab so that pupils can be identified who are not engaging. These children are reported to the Head Teacher.
* Phone calls home by the class teacher must take place if pupils have not engaged in lessons.
* Devices can be loaned to pupils to take part via the school office.
* Personal devices must be used in conjunction with school’s Data Protection policy – sensitive or personal information relating to parents or pupils is not downloaded or stored on personal devices.

**Delivering live sessions or recordings**

* Staff always behave appropriately and set appropriate boundaries - ensure you are not overly familiar with children, use professional language and make it clear that a classroom standard of behaviour is still expected from all participants.
* Sit against a neutral background and avoid recording or streaming in your bedroom.
* Follow the school dress code.
* Check that any other tabs they have open in your browser are appropriate for a child to see, when sharing your screen.
* Ensure that the backgrounds of others that are visible to all participants are appropriate. Pass any concerns to the DSL as per school policy.
* Do not use ‘breakout’ rooms that are not supervised by a member of staff.
* Keep groups to a maximum of 15 as larger groups may be more challenging to manage during an interactive online class. Bandwidth during high usage of microphones and videos should also be considered.
* Create Google Meet sessions using the link on Google Classroom and ensure that the teacher is the first person to join the session and the last person to leave.
* Delete the link immediately after the session so that children cannot re-join the meeting afterwards - no Google Meet link must be accessible to children after the session.
* Children and adults should be visible at all times on screen during live sessions - cameras must always be turned on.
* All participants must only use their school account and those not must be declined entry.
* Only deliver online lessons within the specified school time. Sessions must be supervised by an appropriate adult at all times.
* Be sensitive to the needs of individual students, including deaf and disabled children, and children who may be sensitive to certain topics or issues that may arise during the livestream
* Where possible, ensure that the school technician is aware you are delivering online lessons so that he can be on hand to support with any problems that occur.
* Establish ground rules with pupils during an introduction to the session, such as who can speak/ when. Take a register detailing the time of the sessions and attendance/ if anybody departed early.
* Recording of live streams is not permitted by anybody.

**Security**

* School devices and networks are appropriately secured – devices are password-protected - strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters.
* Ensure that devices lock if left inactive for a period of time.
* School devices are not shared among family or friends.
* Antivirus and anti-spyware software is installed and up to date.



**Remote Learning Guidelines for Pupils**

These guidelines are to help keep you safe while accessing Google Classroom at home.

**I agree that:**

* I will only Google Classroom and GSuite apps for school work or things I have permission to post. I know that school will monitor my use of Google Classroom.
* I will keep my username and password safe and secure and I will not try to use any other person’s username and password.
* I will not share any personal information about myself or others when online.
* I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

**Behaviour**

* I will respect others’ work and property and will not copy any other user’s files, without the owner’s knowledge and permission.
* I will be polite and responsible when I communicate with others, I will not use strong or inappropriate language.
* I will not take or distribute images of anyone or record any online lessons.
* I understand the risks and will not try to upload, download or access any materials which are inappropriate or illegal or may cause harm or distress to others.
* I understand that I am responsible for my actions, both in and out of school.
* I know that the school’s behaviour rules and Code of Conduct still apply to online learning.

**Live lessons**

* I will keep my camera on at all times during online lessons.
* I will only use my Great Moor Junior School account to join lessons or Google Classroom.
* I will come to the lesson dressed in suitable clothes and have an appropriate background for others to see.