

Remote Learning Policy John Gulson Primary School September 2020

v.2



John Gulson
Primary School

Policy written: September 2020

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Contents

1. Aims	page 3
2. Roles and Responsibilities	page 4
2.1. Headteacher and Core SLT	
2.2. SENDCO	
2.3. ICT Technician	
2.4. Subject Leaders	
2.5. Teachers	
2.6. Teaching Assistants	
2.7. Pupils	
2.8. Parents	
2.9. Governing Body	
3. Who to Contact	page 7
4. Data Protection	page 8
4.1. 4.1 Processing personal data	
4.2. Keeping devices secure	
5. Safeguarding	page 8
6. Monitoring Arrangements	page 8
7. Links with other Policies	page 9

School Mission Statement

At John Gulson Primary School, we endeavour to empower all children and staff to be aspirational learners who are committed to achieve their best, now and in the future

School Motto

We are all ACE Learners!

Ambition:

We are aspirational learners and want to achieve our best in all that we do

Commitment:

We are caring, show kindness and help everyone to achieve their best

Excellence:

We are the best we can be now and in the future

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

School Aims

All learners will:

have secure foundations in Reading, Writing and Mathematics, enabling to them to fulfil their full potential
have experienced a wide range of learning including in humanities, science and technology, and the arts
know how to keep themselves safe and healthy
be confident, compassionate and resilient
know their own strengths and how to build on them
celebrate diversity
be committed to contributing to local, national and global communities

School Values and Principles

To enable to us to achieve our Aims, we are committed to the following key values and principles:

Keeping children safe
Promoting the well being of every individual child
Putting the child at the centre
Taking a whole child approach
Building on strengths and promoting resilience
Promoting opportunities and valuing diversity
Working in partnership with families
Co-ordinating timely and appropriate help
Investing in a competent workforce to promote learning across the school

Who is the policy applicable to?

In line with government guidance, pupils, staff and families should self-isolate if they display any of the following symptoms

- A continuous, dry cough
- A high temperature above 37.8°C
- A loss of, or change to, their sense of smell or taste, OR
- Have had access to a test and this has returned a positive result for Covid-19

2. Roles and Responsibilities

- All members of staff are responsible for the implementation of this policy with monitoring undertaken by the Core Senior Leadership Team.
- It is the responsibility of all members of staff to ensure that they are familiar with and adhere to this policy and to make pupils aware of their responsibilities.
- The School will endeavour to ensure that staff have access to a suitable device in the event of closure, for example, that members of staff are supplied with a laptop to facilitate provision of work and a means of communication with our pupils.

2.1 The headteacher and Core SLT are responsible for:

- Co-ordinating the remote learning approach across the school: the Headteacher is the named Remote Education lead.
- Ensuring that staff, parents and pupils adhere to the relevant policies at all times.
- Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning.
- Monitoring the effectiveness of remote learning – explain how they'll do this, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Ensuring that there are arrangements in place for monitoring incidents associated with remote learning.
- Overseeing that the school has the resources necessary to action the procedures in this policy.
- Reviewing the effectiveness of this policy every year (or in the event of changes to local / national guidance) and communicating any changes to staff, parents, and pupils.
- Arranging any additional training staff may require to support pupils during the period of remote learning.
- Conducting reviews on a weekly basis of the remote learning arrangements to ensure pupils' education does not suffer.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Health & Safety

- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes.
- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning.
- Ensuring that pupils identified as being at risk are provided with necessary information and instruction, as required.
- Managing the effectiveness of health and safety measures through a robust system of reporting, investigating, and recording incidents.

ICT

- Overseeing that all school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection.
- Ensuring all staff, parents, and pupils are aware of the data protection principles outlined in the GDPR.
- Ensuring that all computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018.
- Overseeing that any ICT equipment used for remote learning is resilient and can efficiently recover lost data.

Safeguarding

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Implementing updates to the Safeguarding and CP Policy to ensure that the situation of remote learning is accounted for.
- Sharing these updates with all staff to ensure all children are safe.
- Liaising with the ICT technicians to ensure that all school-owned technology used for remote learning is suitable for its purpose and will protect pupils online.
- Identifying vulnerable pupils who may be at risk if they are learning remotely.

- Ensuring that child protection plans are enforced while the pupil is learning remotely, and liaising with other organisations to make alternate arrangements for pupils who are at a high risk, where required.
- Identifying the level of support or intervention required while pupils learn remotely and ensuring appropriate measures are in place.
- Liaising with relevant individuals to ensure vulnerable pupils receive the support required during the period of remote working.
- Ensuring all safeguarding incidents are adequately recorded and reported using the key systems in place.

2.2 The SENDCO is responsible for:

- Liaising with the ICT technicians to ensure that the school-owned 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, and liaising with the Headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs.
- Identifying the level of support or intervention that is required while pupils with SEND learn remotely.
- Ensuring that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote learning period.

2.3 The ICT technicians are responsible for:

- Ensuring that all school-owned devices used for remote learning have suitable anti-virus software installed, have a secure connection, can recover lost work, and allow for audio and visual material to be recorded, where required.
- Ensuring that any programs or networks used for remote learning can effectively support a large number of users at one time, where required, e.g. undertaking 'stress' testing.
- Working with the SENDCO to ensure that the equipment and technology used for learning remotely is accessible to all pupils and 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

2.4 Subject Leaders are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Monitoring the remote work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

2.5 Teachers are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Co-ordinating with other staff within their year group, phase, subject leaders, SENDCO and SLT to ensure work is planned, resourced and appropriate to the age and ability of all children in the groups they teach
- Producing weekly overviews of lessons to support those children and families learning from home.
- Ensuring pupils with limited access to devices can still complete the work through appropriate resourcing
- Keeping in touch with pupils who aren't in school and their parents
 - Through regular contact such as emails, phone calls or class dojo
 - Answering emails from parents and pupils during school hours (8.30am – 3.30pm)
 - Passing on any complaints or concerns shared by parents and pupils – for any safeguarding concerns, refer to the section below
 - To support any behavioural issues, such as failing to complete work
- Endeavouring to follow the school curriculum wherever possible – where this is not practical, the school will identify areas in which pupils will need to catch up when they return to school.

- Overseeing academic progression for the duration of the remote learning period and will provide feedback on work through
 - Contact via the school class dojo system
 - Class / Group online meetings
 - Recorded video feedback
 - Email
 - Telephone contact
- Resourcing materials that allow all pupils to access resources needed for effective remote learning such as
 - Printed work booklets
 - Online learning portals, such as Class Dojo, Oak Academy, Classroom Secrets
 - Educational websites
 - Pre-recorded video or audio lessons
- Reporting any health and safety incidents to the headteacher and asking for guidance as appropriate.
- Adhering to the Safeguarding and CP Policy at all times.
- Following all GDPR Policy and protocols at all times.
- Reporting any safeguarding incidents to the Designated Safeguarding Lead and asking for guidance as appropriate.
- Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the Headteacher.
- Reporting any defects on school-owned equipment used for remote learning to an ICT technician.
- Adhering to the Staff Code of Conduct at all times.

Remote teaching for staff who are self-isolating

- Teaching staff are required to self-isolate if they show symptoms outlined at the start of this policy or they have been told to shield and/or have received a letter to confirm this.
- Staff will be asked to support with the online learning provision for their year group.
- Whilst self-isolating, and if able to do so, staff will be given an individual project to work on which is line with whole school improvement priorities. These projects will be communicated by the Core Senior Leadership Team and will be allocated on a case-by-case basis.

2.6 Teaching Assistants are responsible for:

- Supporting identified pupils who aren't in school with learning remotely via Class Dojo
- Responding, within reason, promptly to requests for support from families at home.
- Attending virtual meetings with teachers, parents and pupils
- Supporting, resourcing and producing materials for those families with limited access to online resources
- Daily calls to individuals who may be self-isolating

2.7 Pupils are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring they are available to learn remotely and that their schoolwork is completed on time and to the best of their ability.
- Completing all work returned to the relevant member of teaching staff.
- Returning work before the deadline set by the relevant member of teaching staff.
- Completion of their own schoolwork to the best of their ability
- Seeking help if they need it, from teachers or teaching assistants
- Reporting any technical issues to their teacher as soon as possible.
- Ensuring they have access to remote learning material and notifying a responsible adult if they do not have access.
- Notifying a responsible adult if they are feeling unwell or are unable to complete the schoolwork they have been set.
- Ensuring they use any equipment and technology for remote learning as intended.
- Adhering to the Pupil Code of Conduct for Remote Learning at all times.

- Adhering to the school's E-safety Policy

Parents and pupils should refer to the schools pupil code of conduct as follows when learning from home

- I will only use class dojo and my school email for the purposes of online learning and will only browse, download, upload or forward material that is related to my learning and as directed by my teachers.
- I will not use my school email to create groups, initiate calls or initiate meetings and will end sessions when the teacher tells me to do so.
- I will check my class dojo and the school website regularly, with the help of my parent or carer, to keep track of online sessions and learning.
- During live online sessions my parent/carer will be in the vicinity, either in the room or a nearby room, with the door open.
- I understand that online sessions will be recorded but that the recordings will never be made public.
- I will not take photos of my screen or record online interactions in any way.
- I will make sure that my communication in the online learning environment is always supportive of my learning and the learning and wellbeing of others.

When taking part in an online sessions I will make sure that

- my environment is quiet and free from distractions
- the background (and foreground) is appropriate (Be mindful of what is visible behind you/in front of you)
- I am suitably dressed.
- I remain attentive.
- I communicate in a courteous way at all times to both teachers and fellow pupils.

(Remember what we always say about social media, when you type something, 'it's always there and you can't take it back'. So be careful of what you say and write)

2.8 Parents are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring their child is available to learn remotely, that the schoolwork set is completed on time and to the best of their child's ability.
- Reporting any technical issues to the school as soon as possible.
- Ensuring that their child has access to remote learning material or informing the school that they require paper-based learning resources.
- Ensuring their child uses the equipment and technology used for remote learning as intended.
- Adhering to the Parent Code of Conduct for Remote Learning at all times.
- Adhering to the school's E-safety Policy
- Alerting teachers if they're child is not able to complete work
- Being respectful when making any complaints or concerns known to staff

Parents should refer to the school's home school agreement in supporting learning online, this states the following

When my child is online at home whilst learning and having fun...

As a parent I will:

- Monitor my child's internet use and check that they are using technology safely
- Check my online protection systems to ensure their time online is as safe as possible
- Check that they understand the task they have been set. If not, I will give help and support where required
- Make sure my child is sitting comfortably and in the correct position to learn
- Ensure that they have a suitable amount of time away from the screen during the day
- Discuss their work with them after they have completed it

2.9 The Governing body 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

3 Who to Contact

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

- Issues in setting work – **Class teacher / Year group teacher**
- Issues with behaviour – **Mrs S Webberley-Holmes**
- Issues with IT – **Mr Cross**
- Issues with their own workload or wellbeing – **Headteacher Ms. Sumner**
- Concerns about data protection – **Mr Cross**
- Concerns about safeguarding – talk to the DSL **Ms Sumner / Mrs Webberley Holmes**

4. Data protection

All staff have remote access to the school share point held online. In addition to this all data should be held on school IT laptops and equipment not on personal devices.

- Staff members will be responsible for adhering to the GDPR when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.
- Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.
- Parents' and pupils' up-to-date contact details will be collected prior to the period of remote learning.
- All contact details will be stored in line with the GDPR Data Protection Policy.
- The school will not permit paper copies of contact details to be taken off the school premises.
- Pupils are not permitted to let their family members or friends use any school owned equipment which contains personal data.
- Any breach of confidentiality will be dealt with in accordance with the school's normal policies.

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 should 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)
- 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

This section of the policy will be enacted in conjunction with the school's Child Protection and Safeguarding Policy.

- The Designated Safeguarding Lead will identify 'vulnerable' pupils (pupils who are deemed to be vulnerable or are at risk of harm) via risk assessment prior to the period of remote learning.
- The DSL will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning.
- Phone calls made to vulnerable pupils will be made using school phones where possible.

- All contact with vulnerable pupils will be recorded on CPOMS as a record.

6. Monitoring arrangements

This policy will be reviewed annually by **Ms V Sumner** Headteacher.

At every review, it will be approved by the full governing body of John Gulson Primary School – **Chair of Governors Mrs J Friswell**

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
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy
- GDPR Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Health and Safety Policy
- Staff Code of Conduct
- Attendance Policy
- Children Missing in Education Policy

These can all be found on the school website.