**Woodfall Primary and Nursery School**

**Remote Learning Policy**

**February 2021**



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| **In Consultation with** |
| **Date Agreed** | **Name** | **Position** |
| February 2021 | Helen Hough | Headteacher |
|  |  |  |
|  | Duncan Haworth | Chair of Governors |
| **Date for Review:** | SIGNATURE |  |
| Feb 2022**2021** |  |  |

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9. **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.

In the event of a national or local lockdown where school is closed to all but our vulnerable children and children of Critical Key Workers, we expect the children to be accessing learning via their teacher on Google Classroom at home and in school, supervised by our Teaching Assistant staff. In the event of staff shortages in school, one teacher in a specific year group may be asked to teach the vulnerable children and children of Critical Key Workers in school and the other teacher (in that same year group) to continue with the online learning.

1. **Roles and responsibilities**
	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 (by contacting our Deputy Headteacher) between 7am and 4pm. 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 Appendix 1). 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 pm
* Ensuring children have access to lessons from 9am to 3.15pm the same length taught in school.
* Ensuring children have continued interaction with the teacher and other pupils
* Liaising with year group partners to produce weekly English and Maths plans
* Setting differentiated SumDog, Times Table Rockstars
* Uploading the Daily 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/French teacher, live lessons, Oak Academy resources.
* 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’ and ‘e-Aware’ resources which support children’s online safety at a time when they will spending much more time online.
* Ensuring that their PPA (Planning, Preparation and Assessment) time is built into the week.

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, when appropriate

Keeping in touch with pupils and parents:

* + - Via the private message function in Google Classroom
		- 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
		- Emails into our admin account and forwarded to teachers must be replied to within 48hrs (ie. 48 hours from the time the teacher receives the e-mail). Only send replies between 8.30am and 4pm.
		- 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 nonattendance, 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 our School Office/SIMS (please ensure you do not share information with a third party).
		- Alert the DSL (Designated Safeguarding Lead) 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)
		1. 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.

* 1. Teaching assistants

Teaching assistants must be available between 8.25am – 3.35pm, 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. As these timing are outside the normal hours for certain TAs in school, it is expected that TAs take time in lieu for the extra hours worked within the week.

Teaching assistants are responsible for:

* Supporting pupils with learning remotely (the learning is being planned and provided by the teacher):
* When requested by the SENCO Attending virtual meetings with teachers, parents and pupils: (at present we have not established virtual meetings where TAs attend)
* Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

TAs needing support must contact the SLT member(s) who are present in school – either via e-mail or in person, if urgent

* 1. Subject leads

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

Supporting teachers with setting relevant online learning via Google Classroom

* 1. 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 SUMDOG, TTRockStars
* monitoring email correspondence between parents and teachers
* Monitoring the security of remote learning systems, including data protection and safeguarding considerations
	1. 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 Safeguarding Policy**

* 1. 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

* 1. 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

To contact the school office via e-mail, should they wish to communicate with the class teacher

* 1. 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

1. **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 Technician (Mark Chadwick) 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
* Concerns about safeguarding – talk to the Designated Safeguarding Lead
* 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:

* Teachers are able to access parent contact details via SIMS using a secure password. Do not share any details with third parties and ensure SIMS is logged off.
* SLT have the ability to locate personal details of families when required through securely accessing SIMS. 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
1. **Safeguarding**

Please see the following for updates concerning safeguarding in relation to home learning. COVID-19 amendments to the Safeguarding Policy. This policy is available on our website.

1. **Monitoring Arrangements**

This policy will be reviewed as and when updates to home learning are provided by the government by J Bramham (Deputy Headteacher). At every review, it will be approved by Helen Hough (Headteacher) and SLT.

1. **Links with other policies**

This policy is linked to our: Behaviour Policy

Safeguarding Policy and Coronavirus addendum to our Safeguarding Policy

GDPR/Data Protection Policy and Privacy Notices

ICT and Internet Acceptable Use Policy

Online Safety Policy

**Below is a summary of the Remote Learning offer at Woodfall Primary and Nursery School**

**Individual Pupil Isolation**

Before returning back to school in September 2020, 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 liaises with the class teacher to put 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 will be uploaded to Google Classroom and will mirror 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 (self-isolating) come from Oak Academy and other online sources.

**Bubble Isolation**

Year 5 have isolated twice and Years 6, 4 and 2 have also needed to self isolate so Google Classroom has been used extensively to ensure daily contact with pupils through Google meet at 9am and 1pm; this is where a register is taken and pupils engage with their teacher and 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 an example of a timetable one class of children have followed this week. Every child also has access to TT Rockstars and SUM DOG which are both 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 engaging is recorded daily.

For those children we know do not have access to a device we have provided devices for. 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. 19 of these arrived from the DFE in January 2021 and have been set up ready to be distributed when needed.

1. **Teacher Guides/Support Resources Google Classroom- example day**

Here is an example timetable of what Year 4 do on a typical day:

9.00 - 10.10 English meeting

BREAK

10.30 - 11.30 Maths meeting

11.30 - 12.00 Mental maths (twice a week) Spelling practise (1 x week) Spelling Test (every Wednesday Live meeting) Quiet Reading (1 x week)

LUNCH

1.00 - 1.30 Live meeting class teacher read aloud.

1.30 - 2.45 - Afternoon session ------ Science (Monday), Whole class guided Reading and PE (Tuesday)  Whole class guided reading and French (Wednesday) RE and Wellbeing (Thursday) Fun Achievers Assembly and Art (Friday)

Screen Free time

All work to be handed in by 5pm

Here is an example timetable of what Year 6 do on a typical day:

8.50 - The Google Meet link will be active and there will be a SPAG challenge.

9.00 – English 10:00 –

Break 10:20 –

Maths - In our Maths groups (Blue and Yellow or Red)

11:45 – Time to submit work/Reading

12:00 – Lunch

1:00 – PE – 15mins-20mins of fitness challenges.

1:20 - Science or RE or Art or French etc

1:40ish – Time to complete any challenges and submit work. 3:00 – Check in session for questions and feedback and reading of Street Child (finish at 3:30pm).

Here is an example timetable of what Year 1 do on a typical day:

Our schedule for tomorrow is as follows:

9 – 9.25am Phonics

9.30am to 10.15am Maths (Please bring a 10p coin with you, if you have one)

10.15 – 10.45am Break

10.45am to 11.45am English

11.45am to 1pm Lunch

1-1.45pm Science with Mrs Harrahill

1.45 – 2pm Story

2 – 3pm Time to complete any outstanding work and submit.

See you in the morning!

Please note that within the live teaching, teachers may signpost to Oak Academy videos, YouTube Clips, Quizzes etc and teachers will allow time for tasks to be completed and will remain on line for children to ask any particular questions.