

Remote learning policy

Rimon Jewish Primary School



Approved by: Sarah Simmons

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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

2. General principles

When providing remote learning, we will:

- ensure that learning opportunities are provided for all children within Reading, Writing, Phonics (Y1 and reception) and Maths.
- provide opportunities for learning in the foundation subjects: Science, RE, Art, DT, Computing, History and Geography, PE, PSHE and music.
- ensure that remote learning reflects the fact that not all pupils have equal access to technology – there will be access to paper resources if absolutely necessary
- make use of Zoom to provide live teaching opportunities.
- use Tapestry in the early years, to record teaching sessions
- make use of White Rose Maths, Oak National Academy, BBC bitesize where appropriate.
- Provide whole class teaching instruction and modelling and small group tutorials where possible.
- Provide feedback within the lesson as well as on work submitted through google classroom and by email
- Provide learning and pastoral support through checking in with students working remotely

3. Roles and responsibilities

Class teachers - responsible for the day to day core curriculum/timetabled work to be scheduled as online learning. This will be undertaken via online learning programs and/or direct video lessons between students and teachers.

Teaching assistants and LSAs- support online access to remote learning for groups or individuals

Subject leaders – monitor the coverage of curriculum areas

Key Stage Leaders - ensure the quality of curriculum coverage and provision within their key stage, as well as ensuring that their teams are clear about their responsibilities.

Senior leadership – ensure equality of access and standards of teaching

Inclusion lead – support learners who may need extra support or access either directly or liaising with teachers and LSA's. To ensure the curriculum is modified accordingly.

IT Lead– support the school in tackling technical problems that may arise with pupils' laptops/iPads. To support the school in setting up remote learning programs and developing home/school use of IT equipment.

3.1 Teachers

When providing remote learning, 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 absence procedure.

- Setting work - Daily: core subjects – English and Maths (phonics in reception and Y1)
Weekly: foundation subjects as outlined above

Daily learning will follow the normal school timetable wherever possible and this will be sent to parents in a timely manner before the start of the school week.

- 8:45 am register and Live Tefillah for the whole school

There will be screen breaks, physical breaks, lunch breaks timetabled.

- All pupils in the class must access remote learning which is pitched at an accessible level.
 - The work can be uploaded onto google classroom, tapestry or emailed in.
 - Teachers will monitor and provide feedback about the tasks and activities, using online platforms, regularly and consistently.
- Keeping in touch with pupils who aren't in school and their parents –
- Teachers will see each child every day on zoom for at least three lessons. Where there is a need children will be offered 1:1 sessions. If a child is self-isolating and cannot access school, online learning will be set by the class teacher and teachers will be required to call parents/pupils via phone or an agreed zoom meeting. Teachers will not be required to make these calls to all parents/pupils whilst all Barnet schools are in lockdown or if the entire class is isolating.

- Complaints or concerns made by a parent/carer should be referred immediately by staff to SLT.
- If a pupil continues to NOT complete work or there is a concern, staff must speak directly to SLT

➤ Attending virtual meetings with staff, parents and pupils

Staff

- Dress code for virtual meetings – work dress code should be adhered to at all times
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)
- Avoid filming or recording in a bedroom where possible – if not, use a virtual background
- Double check that any other tabs open in the browser are appropriate for children to see
- Use professional language
- Remind parents that other children might see or hear anything going on in the background

Pupils

- Will wear appropriate clothing e.g. no pyjamas
- Be asked to leave the meeting if they are in a public place, such as the park or a café
- Be in a shared space where possible.

Parents

- Will use appropriate language in the space where pupils are participating in learning
- In the case of local lockdown when teachers are expected to attend school, teachers will undertake online lessons in school. If teachers are at home due to full lockdown, they will be required to undertake core teaching each day. Additional learning activities will be set for all KS1/2 pupils. Pupils in the EYFS will have a Remote Learning Timetable available.

What if a teacher becomes ill?

- If a staff member becomes ill, the remote learning for the identified group will be modified to enable staff coverage

3.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8:30 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 absence procedure.

When assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils to access their online learning – TAs could support login issues and liaise with IT and SLT in regard to pupils lacking access to devices/internet connection.
 - TAs will be allocated class groups to support online learning
 - TAs to receive support on How to Access Online Learning – CPD Jan 2020

- › Attending virtual meetings with teachers, parents and pupils where required.

3.3 Subject leads and SENCo

Alongside their teaching responsibilities, subject leads are responsible for:

- › ensuring adequate subject/curriculum coverage is planned and facilitated on remote timetables. Monitor Remote Learning Timetables against the Creative Curriculum Overview and Subject Overviews (see Curriculum section of the school's website)
- › liaising with class teachers to support planning of topic work and to also support additional learning resources where appropriate e.g. presentations, online resources, websites etc.
- › SENCo to support all pupils on the school's SEN Register to directly ensure they are accessing remote learning where they are not in school. SENCo to give additional support and advice to parents/carers during any potential lockdown or periods of self-isolation.
- › Monitoring the remote work set by teachers in their subject – coordinators to liaise with teachers to monitor quality of curriculum and standards of teaching and learning.

3.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- › Co-ordinating the remote learning approach across the school
- › Monitoring the effectiveness of remote learning. If full lockdown occurs, teachers will be expected to monitor their own pupils' access and will report to SLT. Leadership and Management of the school will have overall responsibility to take action with parents/carers and report to governors.
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations – see Data Protection Policy, E-Security Policy, Online Learning Policy

3.5 Designated safeguarding lead

The DSL is responsible for Safeguarding and Child Protection. Please see Safeguarding Policy, E-Safety and Online Learning Policies (and all related policies)

See Safeguarding and Child Protection Addendum on school website – go to School Information > School Policies

3.6 IT Lead

IT staff are responsible for:

- › 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

3.7 Pupils and parents

Staff can expect pupils learning remotely to:

- 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.
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Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work;
- Not screenshot or copy any information, messages or posts to share on social media or any other platform outside of Zoom;
- Seek help from the school if they need it;
- Know they can continue to contact their class teacher as normal through contacting the school office or the teachers year group email, if they require support of any kind;
- Check their child's completed work each day and encourage the progress that is being made;
- Be mindful of mental well-being of both themselves and their child and encourage their child to take regular breaks, play games, get fresh air and relax when working at home.

3.8 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 remote learning systems are appropriately secure, for both data protection and safeguarding reasons

4. Who to contact

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

- Issues in setting work – talk to the relevant subject lead or SENCO
- Issues with behaviour – talk to the relevant head of phase or year
- Issues with IT – talk to IT Lead
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – HT
- Concerns about safeguarding – talk to the DSL

5. Data protection

5.1 Accessing personal data

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

- Use the school's agreed learning platform. Zoom, Google Classroom, Tapestry and other stand alone sites such as Times Table rock stars.
- Remote access is provided for all staff to access school information so no sensitive data will not be needed to be taken off site or saved in personal devices.

5.2 Processing personal data

Staff members may need to collect and/or share personal data such as emails, phone numbers etc. as part of the remote learning system; however, this should be kept to a minimum and through remote access and Scholar Pack where possible. 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 are reminded to collect and/or share as little personal data as possible online.

5.3 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

6. Safeguarding

Please see the School's updated Child Protection and Safeguarding Policy 2020 and COVID19 Safeguarding Addendum.

7. Monitoring arrangements

This policy will be reviewed by Sarah Simmons, Headteacher, annually. At every review, it will be approved by the Headteacher in conjunction with the Safeguarding Link Governor. Suzanne Tager

8. 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