Remote learning policy

Hillborough Junior School

Approved by:	[Name]	**Date:**	[Date]
Last reviewed on:	[Date]		
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In the event that the school is required to learn from home, this policy will be invoked. In specific circumstances e.g. long term medical issues, elements of this policy will be applicable.

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. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 09:00 and 15:00.

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.

- Contact the office manager between 7:30 and 8:00 explaining absence, even when working from home.
- Alert year group team to ensure cover for your virtual class.

When providing remote learning, teachers are responsible for:

- ➢ Delivering live lessons from the classroom through Google Meets.
  - ○ This will only be applicable if a local lockdown permits colleagues coming into the school.
  - ○ Consult the Remote Learning Plan for timings and expectations of coverage and safeguards.
  - ○ The Remote Learning Plan provides a timetable for each year group – this must be adhered to.
- ➢ Delivering recorded lessons through Google Classroom.
  - ○ This will be applicable if your bubble is required to self-isolate, meaning you are unable to come into school.
  - ○ Review recorded lessons to ensure appropriateness before publishing.
- ➢ Setting work
  - ○ This should be for all children in your class

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- You should set work for English, Maths, one other curriculum area. Also provide an opportunity for daily physical activity.
- Work should be set before 9a.m each day.
- Work should be uploaded to Google Classroom, although colleagues may wish to use other platforms available to the school.
- Communicate with other year group staff to ensure consistency. This can be via any preferred means including Google Meets, Zoom etc.
- On rare occasions, pupils may require physical packs of work to complete – this should be in line with what other children are doing online.

➢ Providing feedback on work

- Ensure consistency with how pupils are expected to submit work.
- Children have worked hard to produce work for you so to ensure continued engagement, feedback should be given. Teachers have flexibility on how this is done. It could be individual feedback or group feedback. However, it is not expected to be extensive.
- The class teacher will have full discretion for marking work that is submitted over a day later than the deadline.

➢ Assess the progress of pupils in your class

- Provide frequent, short quizzes to assess pupils grasp of concepts taught.
- Address areas of weakness

➢ Keeping in touch with pupils who aren't in school and their parents:

- Teachers should endeavour to maintain contact with pupils and parents through phone calls and the use of Class Dojo. If a lockdown is likely to last for some time, half termly parent calls should be made. Vulnerable children should be called weekly and this recorded on CPOMs.
- Teachers should not answer parent emails or Class Dojo messages outside of work hours.
- Any parent complaints that cannot be easily dealt with by the class teacher should be referred to the Senior Leadership Team.
- Any behavioural issues with children online should be dealt with by the teacher in the first instance and then escalated to the SLT if there is no improvement – this includes failure to complete on line work or engage with online work.

➢ Attending virtual meetings with staff, parents and pupils:

- Ensure appropriate dress code.
- Ensure location is free from distraction e.g. noise, busy background etc.

In the event that some teachers will still be in school to support vulnerable children or children of key workers, it is expected that those at home will support those at school with setting work. However, those in school could also live stream lessons from the classroom for those pupils at home. This would need to be a joint decision by each year group.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 09:00 and 15:00

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.

- Contact the office manager between 7:30 and 8:00 explaining absence, even when working from home.

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- Alert year group team to ensure cover can be arranged.

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

- Supporting teachers to deliver live lessons from the classroom through Google Meets:
  - Teaching assistant to take a virtual register of pupils as they come on line.
  - Monitor the lesson to ensure that all pupils are adhering to the rules set out in the Remote Learning Plan.
  - Monitor the 'Chat' function for any questions that children may have and alert the class teacher.
- Support teachers with providing feedback to pupils.
  - Teaching assistant to monitor submission of work and identify any concerns to the class teacher.
  - Provide feedback or mark work at the discretion of the class teacher.
- Support the class teacher and pupils by searching for and creating appropriate resources as required.
- Attending virtual meetings with teachers, parents and pupils
  - Dress code should be appropriate for the meeting,
  - Ensure a quiet location with an appropriate background.

If some teaching assistants are working in school to support vulnerable children and children of key workers, cover will be provided for online duties.

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

Insert details, such as:

- 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.
- Monitoring the remote work set by teachers in their subject through meetings with teachers or by reviewing work set.
- Alerting teachers to resources they can use to teach their subject remotely
- Special Educational Needs Coordinator (SENCo) to support class teachers in delivering appropriate content to pupils with Special Educational Needs or Disabilities (SEND). This will include working with Class 14 staff to provide specialist support where needed.
- All subject leads to monitor their professional associations to identify any best practice items.

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – Deputy Head (Liam O'Donnell) supported by both the Computing Lead and Partnership Education.
- Monitor the effectiveness of the remote learning plan through regular staff meetings and feedback from staff, pupils and parents.
- Work closely with the Network Manager to ensure the safety of our online learning with regards to data protection and safeguarding.

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- Support class teachers with parental complaints or pupil behaviour if they are unable to resolve it themselves.
- Keep abreast of current guidelines issued by the Local Authority and Government.
- Assist pupils and parents with accessing the internet or devices.
- Head teacher to deliver achievement assembly each week.

2.5 Designated safeguarding lead

The DSL is responsible for:

- Updating the child protection policy in light of any changing guidance.
- Encourage vulnerable pupils to attend school through any local or national lockdown if rules allow.
- Monitor vulnerable pupils if they are not attending schools through regular phone calls, home visits (if permitted).
- Continue to fulfil statutory duties – work with outside agencies.
- Monitor CPOMs for any concerns from staff members.

2.6 IT staff

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 Head teacher who will then alert the data protection officer.
- Assisting pupils and parents with accessing the internet or devices
- Create simple 'how to' sheets for staff and parents to show how to access Google Classroom and use Google Meets.

2.7 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 ideally through Google classroom
- Alert teachers if they're not able to complete work
- Abide by the rules for live lessons
- Be punctual and prepared for live lessons

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work through the normal school procedures.
- Seek help from the school if they need it through admin@hillborough.juniorluton.co.uk. or through Class Dojo if class teachers are using it.
- Be respectful when making any complaints or concerns known to staff.
- Provide a suitable space for their child to take part in live lessons – this should be free from distractions with an appropriate background.

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- Monitor pupils during live lessons and ensure work set is completed

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 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 – talk to the relevant subject lead
- Issues with behaviour – talk to the Senior Leadership Team
- Issues with IT – talk to Partnership Education or Computing Lead
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the head who will contact the data protection officer
- Concerns about safeguarding – talk to the DSL or deputy DSL

4. Data protection

4.1 Accessing personal data

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

- access school data through Google Drive.
- Access data through a school device if you have been provided with one.
- Ensure personal devices are adequately protected with anti-virus software before accessing school data.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as emails 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 are reminded to 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 or log out of Google Drive.
- Not sharing the device among family or friends

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- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

5. Safeguarding

The Child Protection Policy will be updated following relevant guidance. This is available on the school website or through a request at the school office.

6. Monitoring arrangements

This policy will be reviewed annually or if a change in guidance requires it. At every review, it will be approved by Curriculum Sub-Committee of the Governing Body.

7. Links with other policies

This policy is linked to our:

- Behaviour policy and addendum
- Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy

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