Remote Learning Policy

Policy Overview:
We aim to provide robust and clear systems to ensure that any children who are forced to self-isolate (whether that be individual children or whole class bubbles) have access to high quality learning opportunities during their time away from school.

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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. Roles and Responsibilities

The following section outlines the remote learning roles and responsibilities of individuals and groups within the school:

2.1 Class teachers

When providing remote learning, teachers must be available between 9am to 3.30pm.

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 providing remote learning teachers are responsible for:

Using Google Classroom, the Class teacher will upload resources between by 8.30am to ensure the learning materials are available to support their child for that day. The teacher will decide what materials are most appropriate for the pupils.

In the case of an individual child or a group of children from the class self-isolating;
Teachers will contact children and parents to discuss the remote learning arrangements and expectations via text which will direct parents to the class page on the school website. Teachers will also share a timetable of learning – this will consist of core subject lessons, a non-core lesson and a whole class reading session per day.

If a child is in Bright Beginnings, Nursery or Reception, learning activities will be made available on the school website in line with Brownhills West EYFS curriculum.

From Y1 – Y6, children will be using Google Classroom. The Class teacher will upload resources by 8:30am each day to ensure materials are available to support the child. The teacher will decide what materials are most appropriate for the individual child.

If teaching input is required for core lessons, the teacher can either direct the parent to relevant materials or they could use Google Classroom/Meet to teach directly to the isolated child at the same time as teaching to the rest of the class. Only the modelling area will be viewable on screen. Non-core lessons and resources will be uploaded to Google Classroom.

Once the modelling is complete, an adult will check the isolating child's understanding before ending Google Meet to allow the child to complete the work.

In the case of a whole class bubble self-isolating:
Teachers will contact children and parents to discuss the remote learning arrangements and expectations via text which will direct parents to the class page on the school website. Teachers will also share a timetable of learning – this will consist of core subject lessons, a non-core lesson and a whole class reading session per day.

If a child is in Bright Beginnings, Nursery or Reception, learning activities will be made available on the school website in line with Brownhills West EYFS curriculum.

From Y1 – Y6 - using Google Classroom, the Class teacher will upload resources by 8:30am each day to ensure materials are available to support the child. The teacher will decide what materials are most appropriate for the individual child

If teaching input is required for core lessons, the teacher can either direct the parent to a relevant materials or they could use Google Classroom to teach directly to the isolated child at the same time as teaching to the rest of the class. Only the modelling area will be viewable on screen. Non-core lessons and resources will be uploaded to Google Classroom.

Once the modelling is complete, an adult will check the isolating children's understanding before ending Google Meet to allow them to complete the work.

In the case of children without internet access or devices to access Google Classroom: Teachers will contact children and parents to discuss the remote learning arrangements and expectations via text which will direct parents to the class page on the school website. Teachers will also share a timetable of learning – this will consist of core subject lessons, a non-core lesson and a whole class reading session per day.

If a child is in Bright Beginnings, Nursery or Reception, learning activities will be made available on the school website in line with Brownhills West EYFS curriculum.

From Y1-Y6, children will be using Google Classroom. The Class teacher will upload resources by 8:30am each day to ensure materials are available to support the child/ren. Teaching assistants will be able to support the Class teacher in identifying resources online and sharing with the Class teacher.

For non-core lessons, resources will be uploaded to Google Classroom and where possible web-links to appropriate support materials will be shared. This will be lessons that link to the Brownhills West curriculum.

Time will also be scheduled each week for the children to watch an assembly delivered by Mrs Cotton. This will encourage children to keep working, celebrate successes and promote a togetherness.

Completed work should be uploaded to Google Classroom. Teachers can then review the work completed and ensure that the following day's lesson addresses misconceptions etc. Whole class feedback will be uploaded onto the stream. Individual feedback and queries will take place using Google Classroom Meet or written feedback on a task once a week for each child

In the event of teachers becoming ill, another member staff will be required to 'takeover' the Google Classroom account.

Expectations of class teachers:

- If a child is not able to attend remote lessons, teachers will call parents to discuss barriers and support
- Teachers will use the support@brownhillswest.com email address to communicate with parents
- Teachers will use CPOMS to report any safeguarding issues, in line with school policy
- Teachers will contact parents if their child is not adhering to the Google Classroom agreement

2.2 The headteacher and Senior Leaders

In the event of teachers becoming ill, SLT will direct Teaching Assistants to 'takeover' the Google Classroom account. If the class Teaching Assistant is also ill, SLT will make work available on the children' web pages on the school website and paper-based for families with no internet access.

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set and reaching out for feedback from pupils and parents.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

2.3 Teaching assistants

Teaching assistants will be responsible for helping the class teacher source lesson resources to upload to Google Classroom. They will also be expected to check the isolating child's understanding before ending Google Meet to allow the child to complete the work. In the event of teachers becoming ill, Teaching Assistants will deliver the remote lessons.

2.4 The designated safeguarding lead (DSL)

Stephanie Cotton, the DSL at Brownhills West Primary is expected to:

Ensure food is made available throughout isolation if a child is entitled to benefit-related FSM.

If a child is vulnerable in any way, the DSL will ensure that appropriate agencies are notified and arrange for regular safe and well checks via phone calls, which will then be recorded on CPOMS.

2.5 Office Staff

Office staff are responsible for:

- contacting parents to ensure a test has been taken
- making sure that parents know to communicate test results to postbox@brownhillswest.com
- passing on attendance information to the class teacher

2.6 IT Technicians

IT staff are responsible for:

- Fixing issues with Google Classroom
- Helping staff with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to SLT who will report to the school's data protection officer

2.7 Parents and Pupils

Staff can expect pupils' learning remotely to:

- Be contactable during the school day
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they are 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

2.8 The Governors

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 or SENCO
- Issues with behaviour – talk to Stephanie Cotton or Jon McNamee
- Issues with IT – talk to IT technician or Kelly Clarke (Computing lead)
- Issues with their own workload or wellbeing – talk to Stephanie Cotton
- Concerns about data protection – talk to Stephanie Cotton
- Concerns about safeguarding – talk to Stephanie Cotton, Jon McNamee or Tina

4. Data Protection

4.1 Accessing personal data

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

- Use their school laptops and not their personal devices.
- Phone parents from school only

4.2 Processing personal data

Staff members will not collect and/or share personal data such as phone numbers and email addresses as part of the remote learning system.

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

For safeguarding concerns, staff can refer to the school's safeguarding policy. They can also speak to the Safeguarding Team (SLT and Tina).

6. Monitoring Arrangements

This policy will be reviewed annually by SLT and Computing Lead and approved by governors.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Attendance Policy
- Child protection policy
- Data protection policy and privacy notices

- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy
- SEND policy

Date: September 2020

Review Date: September 2021

Signed: K.L.Twist **(Chair of Governors)**