

# Bernard Gilpin Primary School

## Remote Learning Policy

### **Aims:**

This remote learning policy for our school aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school due to national/local restrictions.
- Set out expectations for all members of the school community with regards to remote learning.
- Ensure all pupils unable to attend school remain fully included within the school community.
- Continue to ensure that every child receives the best education the school can provide them.
- Ensure that remote education is integrated in the curriculum so it is an essential part of the school curriculum, alongside classroom teaching, or in the case of a local/national lockdown.
- Provide appropriate guidelines for Data Protection.

This policy has been developed with due regard to the following guidance:

- Remote Education Good Practice (GOV.UK, October 2020)
- Keeping Children Safe in Education (Dept. for Education, September 2020)
- Restricting Attendance during the National Lockdown: Schools (Dept. for Education, January 2021)

At Bernard Gilpin Primary School we have decided to use Microsoft Teams to facilitate remote learning. We have chosen this application because it best meets the needs of our school and works in conjunction with our network provider.

### **Roles and responsibilities:**

#### **Head of Standards:**

The Head of Standards (Mrs Jenkins) along with the Designated Safeguarding Lead (Mr Iveson), the SENDCo (Mrs O'Mara) the Remote/e-learning lead (Mr Winter), Curriculum Lead (Mr Nichol) and Class Teachers, will track and ensure all children are accessing remote learning if and when required.

- HoS to lead all aspects of remote learning supported by key staff i.e. Class Teachers, Remote/e-learning Lead, SENDCo, DSL, Headteacher and the Data Protection Lead (Mrs Bainbridge).
- HoS to identify, in conjunction with other staff, pupils who may have barriers to learning, including pupils with SEND. HoS to lead on remote learning offer for those pupils including laptop loans and other identified support.

#### **Teachers:**

When providing remote learning, Teachers will be available between 8:50 a.m. and 3:15 p.m. on their working days. If they are unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedures.

When providing remote learning, Teachers are responsible for:

- Organising lessons so that pupils have planned, meaningful, differentiated (including SEND) and ambitious learning every day in a number of different subjects.
- Provide frequent, clear explanations of new content, through high quality curriculum resources or video/visual clips.
- Checking pupils are engaging with home learning, discussing with parents/carers where engagement is a concern and agreeing next steps including identifying any barriers to learning/additional support required.
- All learning will be marked and assessed and feedback will be given at least weekly.

- The amount of learning they need to provide is 3 hours per day (on average for cohort) for Key Stage 1 children and 4 hours per day for Key Stage 2 children. Teachers will use resources provided, for example, by the Oak National Academy, White Rose Maths and BBC Bitesize, as well as other resources identified by school Curriculum Leaders. The learning will be set daily.

**Providing feedback on learning:**

Pupils can return completed learning to their Class Teachers. All learning submitted will be acknowledged by the Class Teacher. Assessment and feedback will be given for all learning on an individual basis. Feedback will be age appropriate, will acknowledge pupils' achievements and move forward their learning.

**Keeping in touch with pupils who are not in school and their parents/carers:**

Communication between school staff and parents/carers/pupils is vital to facilitate and ensure remote learning is effective.

School has a planned programme of contact for all parents/carers and pupils in the case of a national or local lockdown, Teachers will call pupils/parents/carers at least once a week. Any concerns should be recorded and the Head of Standards (Mrs Jenkins) and Designated Safeguarding Lead (Mr Iveson) or the Headteacher (Mr Bainbridge) informed. In the event of a self/class bubble isolation, learning will be set on Teams. If there has been no communication from either a parent/carer or child this will be escalated to the Senior Management Team.

In addition to the programme detailed above, vulnerable pupils will be contacted by The Designated Safeguarding Lead (Mr Iveson) and the SENDCo (Mrs O'Mara) via telephone according to policy:

- Child Protection (CP) - every day
- CIN (Child in Need) – twice per week
- LAC (Looked After Child) – twice per week
- EH (Early Help) – once per week
- EHCP (Education, Health and Care Plan) – once per week

**Virtual meetings/lessons:**

- Teachers can take part in virtual or online meetings or lessons with pupils or parents/carers subject to adhering to relevant policies and procedures.

**Teaching Assistants:**

When assisting with remote learning, Teaching Assistants must be available between 8:50 a.m. and 3:15 p.m. If they are unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedures.

When assisting with remote learning, Teaching Assistants are responsible for:

- Supporting pupils who are not in school with learning remotely as directed by the Head of Standards (HoS).

**Subject Leads:**

Alongside their teaching responsibilities, Subject Leads are responsible for:

- Constantly communicating with the HoS.
- 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 learning set is appropriate, differentiated and consistent.
- Working with other Subject Leads and Senior Leaders to make sure learning set remotely across all subjects is appropriate and consistent, and deadlines are being set appropriately.

- Monitoring the remote learning set by Teachers in their subject – by reviewing learning set and alerting Teachers to resources they can use to teach their subject remotely.
- Checking the levels of engagement and the standard of learning produced.

### **Senior Leaders:**

Alongside any teaching responsibilities, Senior Leaders are responsible for:

- Monitoring and evaluating all aspects of remote learning.
- Co-ordinating the remote learning approach across the school.
- Monitoring and evaluating the effectiveness of remote learning for all children (Including SEND/vulnerable children)
- Monitoring and evaluating the security of remote learning systems, including Data Protection and safeguarding considerations.
- Ensuring children and their families adopt on-line safety measures (linked to the On-line safety Policy and Safeguarding suite of policies).

### **Safeguarding**

The Designated Safeguarding Lead's (DSL) responsibilities are identified within the school's Child Protection Policy.

### **Wellbeing**

School's planned programme of contact for all parents/carers/pupils will also provide the opportunity for wellbeing and welfare issues to be discussed and for parents/carers/pupils to be supported or directed to appropriate resources and services.

### **Expectations of staff, parents/carers and pupils:**

At Bernard Gilpin Primary School the following expectations are in place:

#### **Staff can expect pupils learning remotely to:**

- Adhere to all on-line safety measures.
- Keep all login details and passwords secure.
- Be contactable during the school day – 9:00 a.m.-3:00 p.m. (although they may not always be in front of a device the entire time).
- Seek help if they need it, from Teachers.
- Complete all set learning via Teams by the deadline set by the Teacher.
- Alert Teachers if they are not able to complete work.
- Only send messages and queries that are in relation to tasks set by the Teacher or in response to questions the Teacher may ask them directly.
- Only access the material shared by their Teacher and ask for parent/carer permission to use technology for anything beyond that.
- Refrain from downloading, uploading, posting or forwarding any material that could be considered offensive or inappropriate.
- Be assured that wellbeing is at the forefront of the school's thoughts and the need for children to take regular breaks, get fresh air, exercise and maintain a reasonable balance between online engagement and offline activities.
- Agree to comply with the school's Acceptable Use Agreements as well as this Remote Learning Policy.

#### **Staff can expect parents/carers with children learning remotely to:**

- Ensure children are following on-line safety measures.
- Encourage their child to access and engage with learning from their Teacher.
- Make the school aware if their child is sick or otherwise can't complete work.
- Complete the learning to the deadline set by Teachers.
- Seek help from the school if they need it.
- Be respectful when raising any issues with school staff.
- Refrain from screenshotting or copying any information, messages or posts to share on social media.
- 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.
- Agree to comply with the school's Acceptable Use Agreements as well as this Remote Learning Policy.

At Bernard Gilpin Primary School the following **expectations are in place for staff** and are adhered to in conjunction with the school's Staff Handbook/Code of Conduct:

- Staff will use the equipment and applications safely and appropriately at all times.
- Staff will follow the expectations set out in the Staff Handbook/Code of Conduct.
- Staff will adhere to GDPR guidelines to maintain the Data Protection of all information regarding the children they are educating.
- Staff will report any concerns directly to the Designated Safeguarding Lead (Mr Iveson).
- Staff agree to comply with the school's Acceptable Use Policy as well as this Remote Learning Policy.

### **Governing body:**

#### **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.

#### **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 Head of Standards (Mrs Jenkins), SENDCo (Mrs O'Mara) or DSL (Mr Iveson).
- Issues with behaviour – talk to the Head of Pastoral Care (Mr Iveson).
- Issues with Remote learning/IT – talk to Remote/e-learning Lead (Mr Winter).
- Issues with their own workload or wellbeing – talk to their line manager.
- Concerns about Data Protection – talk to the Data Protection Officer (Mrs Bainbridge)
- Concerns about safeguarding – contact the DSL (Mr Iveson) or Deputy DSLs (Mr Bainbridge or Mrs O'Mara) as set out within the school's Child Protection Policy.

#### **Data protection**

##### **Accessing personal data**

In accordance with the provisions of the Data Protection Act 2018, all staff whose work involves processing personal data, whether in electronic or paper format, must take personal responsibility for its secure storage and ensure appropriate measures are in place to prevent accidental loss or destruction of, or damage to, personal data.

When accessing personal data for remote learning purposes:

- Teachers are able to access parent/carer contact details via the school office. However, they are reminded not to share any data with third parties. They must ensure data is kept secure at all times and shredded after use.
- School laptops are the school's preferred devices to be used when accessing any personal information on pupils. All devices are password protected.

### **Processing personal data**

Staff members may need to collect and/or share personal data such as e-mail addresses (remote learning e-mail addresses have been provided) as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals will not need to give permission for this to happen. However, staff are reminded to collect and/or share as little personal data as possible on-line.

### **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.
- Ensuring the hard drive is encrypted (completed by IT provider)
- Making sure the device locks if left inactive for a period of time.
- Not sharing the device among family or friends.
- Ensuring antivirus and anti-spyware software in place (completed by IT provider)
- Keeping operating systems up to date – (latest updates installed by IT provider as required)

### **Monitoring arrangements**

This policy will be reviewed as and when updates to home learning requirements are provided by the Department of Education or there are other statutory or good practice updates. Review of this Policy will be by Mr Iveson (DSL, Head of Pastoral Care), Mrs Bainbridge (School Business Manager) and Mrs Jenkins (Head of Standards) and any changes will be ratified by the Governing Body.

### **Links with other policies/documents:**

- Behaviour and Discipline Policy
- Child Protection Policy (and Covid -19 addendum)
- Data Protection Policy
- Internet Acceptable Use Agreement
- Computing Policy
- Staff Handbook/Code of Conduct
- Keeping Children Safe in Education 2020
- Remote Education Provision: Information for Parents/Carers