Remote learning Policy – January 2021

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

Roles and responsibilities

- The school's Leadership team will support families to have access to devices at home through the government loan scheme.

- The school will publish its blended/home learning offer on the schools website.

- The school will offer a mixture of live and recorded lessons in its learning offer.

- The school will provide virtual assemblies each week to promote values and encourage sense of community whilst pupils work from home.

Teachers

When providing remote learning, teachers must be available between 9.00-4.30pm to respond and set the work for the following day.

If they're unable to work for any reason during this time, for example due to sickness/Covid or caring for a dependent, they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

- The provision of 3 hours learning daily for the children in their class.

- Ensuring there is a wider curriculum offer in the schools remote learning.

- Setting learning and publishing online to Google Classroom site by 9am each morning.

- A consistent approach to remote learning across the school through applying agreed principles.

- Providing regular feedback to pupils though Google Classroom when learning has been submitted.

- Keeping in touch with pupils who are not in school through weekly class meet up sessions and home phone calls.

- Reporting any concerns about pupil engagement with remote learning to the leadership team.

- Leading online live interventions once a week using Microsoft Teams to support catch up and underachievement.

- Deliver an e-safety lesson once a fortnight to support safe practice whilst online learning takes place.

Teaching Assistants

Teaching Assistants will be responsible for delivering remote learning through face to face contact with critical and vulnerable pupils attending school.

Where appropriate, TAs will respond to non-core learning on Google Classroom.

Subject leads/Senior leaders

- The English leader will ensure a consistent approach to remote English lessons throughout the school and will be responsible for monitoring the quality of the learning during the lockdown period.
- The Maths lead will ensure a consistent approach to remote Maths lessons throughout the school and will be responsible for monitoring the quality of the learning during the lockdown period.
- Subject Leaders will support teachers in online learning of the wider curriculum.
- The school's SENCO/PP leader will closely monitor the quality and provision of remote learning for the children with identified special educational needs and/or in receipt of Free School Meals and will be in regular contact with these families.
- Designated Safeguarding Lead (including deputy DSLs) will closely monitor the engagement of children with social workers or with other contextual vulnerability, regularly contact these families (especially where child/ren are not in school) and communicate regularly with agencies (social care, FYPS etc).

Designated Safeguarding Lead (DSL)

Role	Name	Contact number	Email
Designated Safeguarding Lead	Deb Williams	01454 294239	Debbie.Williams@sgmail.org.uk
Deputy Designated Safeguarding Lead	Angela Moncrieff Sally Windmill	O1454 294239	Angela.Moncrieff@sgmail.org.uk Sally.Windmill@sgmail.org.uk
Headteacher	Deb Williams	01454 294239	Debbie.Williams@sgmail.org.uk
Chair of Governors	Trevor Lee		Trevor.Lee@sgmail.org.uk
Safeguarding Governor	Tom Williams		Tom.Williams6@sgmail.org.uk

Please see the schools Covid 19 safeguarding and child protection addendum for further information about safeguarding pupils during lockdown and arrangements to ensure that all our vulnerable pupils are safe.

Parents/Carers

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is unwell or otherwise cannot complete learning.
- Seek help from the school if they need it.
- Be respectful when raising any concerns to staff.

Governing body

The governing board is responsible for:

Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible.

Data protection

The use of the online learning platform, Google Classroom, ensures that personal data is protected and cannot be accessed by anyone other than the class teacher and senior leadership team.

Permission from parents to use the Google Classroom has been given.

Staff are also frequently reminded to collect and/or share as little personal data as possible online.

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 (Integra IT).
- Keeping operating systems up to date – always install the latest updates (Integra IT).

Acceptable use of technology for remote learning

<u>Teachers:</u>

- Ensure the suitability of the home environment when filming online sessions.
- Sit against a neutral background whenever possible
- Ensure appropriate dress.
- If screen sharing on Teams, ensure that any other tabs open in browser would be appropriate for a child to see.
- Use appropriate language for school
- When taking videos in school ensure that other pupils are not in the shot or can be seen.
- Ensure that teaching 1:1 online is avoided whenever possible in order to comply with safeguarding guidelines. If 1:1 work is required then the following must be in place:
      Another adult to be in the room with the child at home whilst learning takes place OR
      Another adult to sit in on the online session.

<u>Children:</u>

- Complete online learning in a shared space in the house whenever possible.
- Be appropriately dressed when submitting videos or during live lessons on Teams.
- Ensure during live Microsoft teams events that microphones are muted and that the group chat function is not used.

<u>Parents:</u>

- Be mindful that other children might see or hear you and see anything in the background.
- Support your child's learning whenever possible whilst ensuring that the above guidelines are followed.
- Be respectful at all times in your online conversations with teachers and staff working at the school.
- Do not share the live school links with anyone outside of the immediate family home
- Log on to teams links using your child's/family name. This means that it is easier for us to identify you when accepting.

Equalities Impact Assessment (EIA)

This policy has been screened to ensure that we give 'due consideration' to equality of opportunity and has been agreed and formally approved by the appropriate reviewing and ratification Committee.

Author	Deb Williams	Date reviewed	25th January 2021
Position	Headteacher	Date ratified	
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