Remote learning policy

South Lake Primary School

Approved by:	Governing Body	Date: 1/10/2020
Last reviewed on:	New Policy	
Next review due by:	February 2021	

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 members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

2. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS KS1 KS2
    - *Tapestry – EYFS*
    - *Purple Mash – KS1*
    - *Google Suite for Education www.southlakecloud.co.uk - KS1 and KS2*
- Use of Pre-Recorded video (Google Meet) start Day registration, instructional videos
- Phone calls home
- Printed learning packs
- Use of White Rose Maths – Instructional videos and worksheets
- BBC Bitesize and Oak Academy

3. Roles and responsibilities

3.1 Teachers

When providing remote learning, teachers will be available between 9am – 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 setting work for their class and/or year group.

Work will be set on Google Suite for Education – The South Lake Cloud or Tapestry.

Work will be available by 9am each day.

If a child does not have access to an internet enabled device. Parents can request copies of the assignments by emailing the year group email addresses.

See appendix for more details about what work is to be set and when

Providing feedback on work

- Children asked to share their Reading and Writing assignments with the teacher
- Teachers to give written feedback to one piece of writing per week.
- Answers provided for the White Rose Math's sheets.

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

- Year group emails to be reinstated for use for parents to directly email the teachers.

- Teachers to monitor who is accessing the cloud, if a child doesn't engage after 2 day's teachers will contact to the family, if the barrier is access to technology then the teacher will provide paper copies which can be collected from the school and regular phone calls will be made to the children.

Creating Pre-recording video or attending virtual meetings with staff, parents and pupils

When recording a video or attending virtual meetings, teachers will

- Consider the location of the recording (e.g. avoid areas with background noise, nothing inappropriate in the background)

- Avoid recording in their bedroom if they can (if that's not possible, use a neutral background) Sit against a neutral background

- Dress like they would for school

- Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they're sharing their screen

- Use professional language

- No other adults are to be visible on the call

3.2 Teaching assistants

When assisting with remote learning, teaching assistants will be available between 9am – 3pm

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 may be asked to:

- Support the teacher by making phone calls to children if required

- Log into The South Lake Cloud, comment on work and interact with the children

3.3 Designated safeguarding lead

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

3.4 The SENCO

Liaising with the ICT lead to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.

Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the Headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs

3.5 IT Lead

The IT lead is responsible for:

- Training staff and children

- Adding users to the Cloud and ensuring parental consent has been sort.

- 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

3.6 Pupils and parents

Pupils learning remotely will:

- Follow acceptable use policy

- Be contactable during the school day – although 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

- Not share or alter any content provided by school

Parents with children learning remotely will:

- Make the school aware if their child is sick or otherwise can't complete work by emailing the admin email account

- Support their child in completing online learning

- Seek help from the school if they need it

- Be respectful when making any complaints or concerns known to staff

- Ensure that no content provided by school is shared or altered

3.7 Governing body

- 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 or IT – talk to IT lead

Issues with behaviour – talk to the relevant head of phase or year

Issues with their own workload or wellbeing – talk to their line manager

Concerns about data protection – talk to the data protection officer

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 remote log in to school server

- Lock screens when at home

- Use school devices

5.2 Processing personal data

Staff members may need to collect and/or share personal data such as phone numbers and email addresses 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.

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 devices password protected
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- The IT support team will ensure that antivirus and anti-spyware software is up to date

6. Monitoring arrangements

This policy will be reviewed during any lockdown and afterwards by the Head teacher and Deputy Head teacher. At every review, it will be approved by the full governing board.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy

Appendix 1 – Remote learning Platforms

Circumstance	Remote learning platform	
Child is self-isolating due to a family member with COVID or COVID symptoms	Learning packs to be sent home via email in Word format. Parents to email office. Paper copies can be made available if required.	
Whole classes / year groups are required to self-isolating due to a positive case. Or Whole school closure	EYFS (Reception and Nursery) - Delivered through Tapestry KS1 and KS2 - Delivered through the use of the South Lake Cloud (G suite for education)	South Lake Cloud directional videos on website will show South Lake Primary School - Technical Support - Using the Cloud • How to log on • How to access Google classroom and drive • How to create a document and share with teacher KS1 – Parents will be sent home username and passwords for their children. KS2 – Children already have details and are accessing the Cloud

Appendix 2 – Remote learning, expectations of work to be completed

*Any families who do not access to an internet enabled device can request paper copies of home learning activities. Some families may be eligible for loan equipment from the school, provided by the DfE. The school has surveyed the parents and will contact families in due course.

EYFS	Teachers will regularly share videos as a way to connect with their class.
Nursery and Reception	Teachers will share videos as a way to connect with their class, they will 'like' observations and comment on these once a week. Teachers will also be monitoring who is accessing the work. Parents are asked to upload one observation each day, this may be in the format of one or two pictures of the child completing the task or their completed work. If uploading a video, please ensure it is under two minutes long.
	Reading – A reading activity will be set each day, this may be reading or retelling a story. Once a week the teachers will share a video of them reading a story.
	Phonics – A sound for the day to be uploaded daily. Followed by a phonics activity to play at home.
	Writing – One writing task will be provided each week.
	Maths – We will continue to use the White Rose Maths resources. A link will be shared to the videos from https://whiterosemaths.com/homelearning/ 4 activities will be posted per week.
	An additional task will be set each day following the EYFS curriculum.
	Teachers will give written feedback on one observation per week and check in with families who have not engaged in the remote learning.
KS1	A daily register will be published on the Google Classroom, your child needs to check in on this each day unless they are ill, if they are please email the group email addresses to inform of this sickness.
	year1homelearning@southlake.wokingham.sch.uk
	year2homelearning@southlake.wokingham.sch.uk
	Teachers will regularly share videos as a way to connect with their class.
	Reading – A reading activity each day, including 1 teaching video a week.
	Additional PDF/Word reading comprehensions may be required to be completed as well (Year 2)
	Phonics / Spelling activity – A sound for the day to be uploaded daily. A link to a daily phonics video to watch. Followed by a phonics activity to play at home.
	Writing – A writing task each day, including 1 teaching video a week which may show modelled writing/ or share the writing success criteria. Children will be expected to fill in a Google Document (similar to Word) and share with teachers using the 'turn in' feature.
	Maths – We will continue to use the White Rose Maths resources. A link will be shared to the videos from https://whiterosemaths.com/homelearning/ There may be a PowerPoint to look through. The children will be expected to complete a set activity per day, this may be a worksheet in a PDF format, which will need to downloaded and printed or completed on paper. Answers provided for the White Rose Maths sheets.
	Foundation Subjects – A daily task based on our topic, this could be history, music, computing, geography etc.
	Teachers will give written feedback on one-piece work per week and check in with families who have not engaged in the remote learning.
KS2	A daily register will be published on the Google Classroom, your child needs to check in on this each day unless they are ill, if they are please email the group email addresses to inform of this sickness.
	year3homelearning@southlake.wokingham.sch.uk
	year4homelearning@southlake.wokingham.sch.uk

year5homelearning@southlake.wokingham.sch.uk

year6homelearning@southlake.wokingham.sch.uk

Teachers will regularly share videos as a way to connect with their class.

Reading – A reading activity each day, including 1 teaching video a week, focusing on reading fluency. Children will be expected to fill in a Google Document (similar to Word) and share with teachers using the 'turn in' feature.

Additional PDF/Word reading comprehensions may be required to be completed as well.

Writing – A writing task each day, including 1 teaching video a week which may show modelled writing/ or share the writing success criteria. Children will be expected to fill in a Google Document (similar to Word) and share with teachers using the 'turn in' feature.

Maths – We will continue to use the White Rose Maths resources. A link will be shared to the videos from https://whiterosemaths.com/homelearning/ There may be a PowerPoint to look through. The children will be expected to complete a set activity per day, this may be a worksheet in a PDF format, which will need to downloaded and printed or completed on paper. Answers provided for the White Rose Maths sheets.

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