Redbridge Primary School

RED

"Resilience, Excellence, Determination"

Remote and Blended Learning Policy

Date Policy Approved	Renewal Date
12th January 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 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 the hours of 8:45 and 3:45

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 –

- Teachers will set the work for their own class and within the Year Group, they may need to oversee the class of the teacher who is providing the face to face teaching in school during a partial school closure.
- The work set will equal a minimum expectation of 3 hours for KS1 and 4 hours for KS2
- The work will equal the core subject expectations of a normal school day
- This work will be set daily and weekly to allow parents and children to access this flexibly.
- Uploading work and videos onto our learning platform – Google Classroom
- co-ordinating with other teachers, including those teaching in school, to ensure consistency across the year group and to make sure pupils with limited access to devices can still complete the work
- Planning with the other members of their Year Group team (teaching staff and support staff) Remote Learning activities that are appropriate and suitable for their pupils on a weekly basis;
- Accepting the fact that learning remotely will be more difficult, so tasks will be set in smaller steps to allow for this and will not necessarily need to be completed online;
- Keeping in contact with children through the class email address and Google Classroom
- Replying to messages during the normal teaching hours 9am – 3.15pm;
- Attending virtual meetings with other members of staff as required;
- Allowing flexibility in the completion of activities, understanding that the circumstances leading to our closure will affect families in a number of ways;
- Engaging in other professional duties as much as circumstances allow e.g. Policy or Curriculum Development, caring at school for vulnerable children and children of key works as per rota, etc;
- Flagging any data protection breaches to the data protection officer.

Providing feedback on work –

- Commenting on a piece of work from each child daily
- Providing group feedback when required.
- Teachers should provide feedback as soon as possible after it has been submitted by the child.
- Answering any queries/questions on the Stream and chat function on Google Classroom.
- Keeping in touch with pupils who aren't in school and their parents
- Teachers will host two live sessions a day and carry out a registration activity to check who is attending.

- Teachers will monitor the level of engagement and complete a checking exercise once a week where any children who have not engaged with the work online are followed up by a member of the SLT
- Emails from parents will be answered in a timely manner during the usual school hours.
- Any complaints or concerns shared by parents and pupils should be forwarded to the Year Leader – for any safeguarding concerns, teachers and Year Leads contact their line manager or the DSL
- Teachers remind children of behaviour expectations online and share any concerns with their Year Leader or a member of SLT

Attending virtual meetings with staff, parents and pupils

- Dress code should be smart/casual
- Locations – try to avoid areas with background noise, nothing inappropriate in the background)

Teachers working in school:

- Teachers may wish to work on their Remote Learning in the school building. This must be discussed prior with a member of the SLT
- Teachers who are in school providing face to face teaching with the children of Key Workers, may wish to join in the Google Meet with their class.
- Teachers who are in school covering the face to face provision will not be expected to engage with Google Classroom during the school day. The setting of work, Google Meets and providing feedback will be done by the Remote Learning Team at home.
- The teacher in school will engage with their team to ensure that there is consistency in the work set and feedback give.
- The children in school will continue to receive the same provision of learning as those children at home.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9:00 and 3:15.

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 are responsible for:

- Supporting teachers with learning remotely, for instance, by contributing to planning with extra- curricular activities;
- Replying to messages during the normal teaching hours 9am – 3.15pm;
- Attending virtual meetings with other members of staff as required;
- Completing directed tasks i.e. online courses;
- Engaging in other professional duties as much as circumstances allow for example caring at school for vulnerable children and children of key works as per rota, etc;
- Flagging any data protection breaches to the data protection officer.

2.3 Subject leads

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate Remote Learning;
- Working with teachers who are teaching their subject to make sure work set is appropriate and consistent;
- Working with other subject leads and the Leadership Team to make sure work set across subjects is appropriate and consistent;

- Monitoring the work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set;
- Alerting teachers to resources they can use to teach their subject;
- Flagging any data protection breaches to the data protection officer.
- Non class based subject leaders will film specific videos for each year group

2.4 Year leads

Alongside their teaching responsibilities, as outlined above, Year Leads are responsible for:

- Monitoring the quality and appropriateness of weekly learning in their Year Group
- Ensuring that the Remote Learning is uploaded on Google Classroom no later than 8:30 on the Monday morning for the upcoming week
- Informing SLT of any issues or concerns within their Phase Leader
- Flagging any data protection breaches to the data protection officer

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school , led by Kirstie Southall, DHT
- Monitoring the effectiveness of remote learning – explain how they'll do this, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Safeguarding and the role of the Designated safeguarding lead

- The school's approach ensures the DSL or a deputy is always on site while the school is open. In the unusual circumstance this is not possible the DSL or Deputy DSL will be contactable and the Headteacher or a member of the Senior Leadership Team will email all staff by 8am to advise they are acting in an on-site safeguarding role together with contact details for the DSL or Deputy DSL.
- Staff will continue to follow the Child Protection procedure and advise the safeguarding leads immediately about concerns they have about any child, whether in school or not. COVID-19 means a need for increased vigilance due to the pressures on services, families and young people, rather than a reduction in our standards/
- Senior leaders, especially the Designated Safeguarding Lead (and deputy) know who our most vulnerable children are. They have the flexibility to offer a place to those on the edge of receiving children's social care support.
- Redbridge Primary School will continue to work with and support children's social workers to help protect vulnerable children. This includes working with and supporting children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children.
- There is an expectation that vulnerable children who have a social worker will attend an education setting, so long as they do not have underlying health conditions that put them at increased risk. In circumstances where a parent does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and the DSL will explore the reasons for this directly with the parent.
- Where parents are concerned about the risk of the child contracting COVID19, the DSL or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.
- The DSL will check if a vulnerable child is able to access remote education, to support them to access it (as far as possible) and to regularly check if they are doing so

- Redbridge Primary School will use their pre-Covid procedures to attempt to contact pupils who are either not engaging with remote learning or not attending provision where onsite offer has been accepted.
- All Staff will be given a copy of the Addendum to the Safeguarding and Child Protection Policy.
- Staff to continue to report any safeguarding concerns on CPOMS.

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be assured that wellbeing is at the forefront of our thoughts and we understand the need for children to take regular breaks, get fresh air, exercise and maintain a reasonable balance between online engagement and offline activities;
- 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 parental permission to use technology for anything beyond that;
- Read daily, either independently or with an adult;
- Work their way through the Remote Learning as best they can.

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;
- Support their child's learning to the best of their ability;
- Know they can continue to contact their class teacher as normal through the class email address or the school office email address if they require support of any kind;
- Check their child's completed work each day and encourage the progress that is being made;
- Ensure that they are providing a suitable workspace for their children
- Ensure that only the child attends the live sessions and comments on the live stream on Google Classroom and that any queries the parent has is raised through the proper channels.
- 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

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 Year Lead followed by the Phase Leader member of SLT
- Issues with behaviour – talk to the Year Lead followed by the Phase Leader member of SLT

- Issues with IT – Liaise with the SBM – Rabina Khanam
- 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

If parents have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting work – Email the classteacher in the first instance through the dedicated class email addresses, this will then be followed up by the Year Leader
- Issues with behaviour – Email the classteacher in the first instance through the dedicated class email addresses, this will then be followed up by the Year Leader
- Issues with IT – Liaise with the School Business Manager – Rabina Khanam or a member of the Office Team
- Concerns about data protection – contact the data protection officer Rachel Targett-Adams, DHT
- Concerns about safeguarding – contact the DSL, Louisa Panzu

4. Data protection

4.1 Accessing personal data

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

- Use the school's Chromebooks

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as 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.

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. Monitoring arrangements

This policy will be reviewed every year by the Leadership Team. At every review, it will be approved by the Full Governing Body.

6. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy