Remote Learning Policy

Ernesford Grange Primary School

September 2020

Policy Created: January 2021	
Agreed by Governors:	
Shared with staff: January 2021	
Frequency of review: Annually	
Date of next review: September 2021	

Contents

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 8:30am – 4:00pm with an hour for lunch 12:00pm – 1:00pm.

If you're unable to work for any reason during this time, for example due to sickness or caring for a dependent, you should report this using the normal absence procedure. All staff are aware of the procedures as per staff induction and in the staff handbook. When providing remote learning, teachers are responsible for:

> Setting work – this will be agreed with your year leader and online materials will be both live and worksheet/task based.

- o Work needs to be uploaded for the day by 9:00am.

- o Work will be uploaded on Google Classroom.

- o Work will be set Monday to Friday with ongoing feedback to pupils on the Friday about their achievements and further individualised work if needed/challenges set.

- o Ensure children can access other online learning resources e.g. TT Rockstars.

- o Homework will be set through Google classroom when appropriate (see appendix B).

> Keeping in touch with all pupils .

- o You are expected to make contact with all children in your class through Zoom meetings/tutorials. Children who you feel need more contact will be contacted by the pastoral team and/or leadership/office (see appendix A).

- o Regular zoom meetings will count as the required contact although daily contact should be happening each day via work setting and monitoring of responses.

- o Any concerns that children raise will be dealt with by the class teacher and recorded on CPOMS. Any parent concerns will be reported to the SLT. Teachers are not expected to respond to parent requests/demands.

- o Children who fail to do any work 2 days in succession will be contacted by the inclusion team. The inclusion team will contact any families who are not engaging in set work.

> Attending virtual meetings with staff, parents and pupils:

- o Dress code as per school policy

- o Locations please make sure it is appropriate and your feedback cannot be heard by the general public.

- o Meeting times to be between 9:00am and 12:00pm

- o Video Conferencing Policy must be adhered to.

- o Teachers are expected to provide a minimum of one lesson a day that is either a zoom live lesson or a pre-recoded lesson. There is no maximum number of live or pre-recorded lessons that teachers provide (this will be reviewed weekly to assess what is manageable).

If any teachers are working in school, the daily directives will be set by leadership/year leaders.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9:00 and 4:00pm.

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 pupils as directed by the class teacher/leadership team.

- o You will be told a routine which you will follow and this will be agreed by your year leader/class teacher.

- o You may be asked to create work packs etc for specified children and this may involve coming into school. Measures will be in place so TAs can work in isolation.

> Attending virtual meetings with teachers, parents and pupils –

- o Dress code as per policy.

- o Locations this must be appropriate and as above confidentiality is important so choosing the location and the right times to speak/listen must be thought about.

- o Video Conferencing Policy must be adhered to.

2.3 Subject leaders

There may be occasions when specific work will be set for your subject, this will be done on a Friday and/or a time that you feel suits you. It must be agreed and not presumed. The actions set will be part of the SIP and SLT will liaise with you when required.

Year Leaders may request specific guidance for work being set and it will be your responsibility to respond accordingly.

2.4 Inclusion Team

Alongside any teaching responsibilities, the DSL and SENCO are responsible for:

> Providing work for children with SEN as and when appropriate.

> Contacting families who are not engaging in home learning and with the most vulnerable families/pupils.

> Monitoring the effectiveness of remote learning – this may require a call to the parents and CPOMS responses.

> Monitoring the well-being of children and the parents.

> Allocating school devices for families.

2.5 IT /office staff

IT staff are responsible for:

> Resolving 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.

> Supporting leadership with any request asked of them.

> Maintaining communication/returns- admin.

> Payment runs and finance- admin.

2.7 Leadership Team

> Leadership to be available outside the office hours for support as and when required.

> To set a Year Leader agenda once a week

>To maintain the running of the school site

>To offer support and guidance when asked

> To ensure the well-being of pupils and staff is a maintained.

>To keep parents and Governors up to date with all news/initiatives and happenings

> To ensure schoolwork set is appropriate and monitor/feedback

> To deal with the strategic overview and maintain a high standard of teaching and learning

>To set INSET sessions if required.

2.8 Pupils and parents

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're not able to complete work.

> Follow the guidance outlined in appendix A.

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 – if you know of any resources staff should point parents towards if they're struggling.

> Be respectful when making any complaints or concerns known to staff and follow the Home/School Contract

> The Video Conferencing Policy rules must be followed to ensure everyone is kept safe

3. 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.

> Being a critical friend to the school and supporting the Head/Leadership.

4. Who to contact

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

> Issues in setting work – contact phase leader or ME/IT/HS/NR.

> Issues with behaviour – contact SLT

> Issues with IT – contact NR

> Issues with their own workload or wellbeing – contact member of SMT.

> Concerns about data protection – contact TM/NR.

> Concerns about safeguarding – contact ME/HS-M.

5. Data protection

5.1 Accessing personal data

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

> Use their school laptop or devices provided by school when accessing any personal information on pupils or accessing the school's website.

> Have access to CPOMS to record any parental contact or concerns about children.

> Have access to Google classroom to register when children access the learning

> SLT have the ability to locate personal details of families when required through CPOMS. SLT are not to share their access permissions with other members of staff.

5.2 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. If 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 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

> Share any concerns or breaches with the Data Protection officer

6. Safeguarding

Please see policy. All policies are on the school website

7. Monitoring arrangements

This policy will be reviewed regularly and every 1-2 years or when a pandemic occurs.

8. 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

> Home-school agreement

> ICT and internet acceptable use policy

> Online safety policy

> Video conferencing policy

> Homework policy

Appendix A

Home Learning and Homework through Google Classroom

Plans for home learning if your child or a class is in isolation:

We will continue to use Google Classroom as during the school closures. Children must accept the invitation to their class and to other groups to access work and messages.

Year Group Closure or Lockdown
If a year group closes, your child's class teacher will upload daily maths, English activities and other work related to their topics. This work must be turned in so teachers can check the work and feedback to the children if necessary.

We will use Zoom meetings/tutorials when appropriate, so the children can speak to a group of friends and interact with their teacher. The required codes and details about zoom meetings will be communicated through Google Classroom.

In KS1 and KS2 each school day will start with a short briefing through Zoom. The purpose of these briefings is to inform the children of the plan for the day and to outline expectations.

Briefings will take place at the following times:

Y1 and Y2 – 9:15am
Y3 and Y4 – 9:00am
Y5 and Y6 – 8:45pm

These times may vary. If you need to change the timings, please inform other staff of your intentions so the briefings don't clash. The briefings do not necessarily need to take place daily if teachers have had sufficient contact with the children to outline expectations for the day/week through other means.

Children will be invited to online zoom tutorials/meetings, with their friends in groups. The number of online tutorials will depend on the children's age. Google classroom can also be used for online meetings as well as pre-recorded lessons to teach maths and English.

Maths and English will be taught daily through Google classroom. Foundation subjects and science will be taught regularly through uploaded tasks and tutorials. How lessons are delivered will be determined by the teacher and the nature of the task/lesson.

Zoom, pre-recorded lesson by a teacher or online tutorials (e.g. White Rose Maths), PowerPoint etc. will all be considered for delivering lessons. Tutorials will be followed by a related task when appropriate. The type of lesson teachers offer will depend on the age of the children, the lesson being taught and what else has been taught/delivered that week.

There will also be weekly activities, challenges or projects relating to the wider world and assembly themes. Daily PE activities/challenges will be uploaded to the PE Classroom which children will be encouraged to participate in.

Zoom will be used for regular well-being checks. Teachers will conduct these meetings at least once a week. Well-being checks are not linked to the curriculum.

Teachers will acknowledge all children's work with a comment that recognises they have seen and appreciate the children's work.

Any children who are not engaging in remote learning must be flagged to a member of the inclusion team.

Children in self-isolation
Other children who are absent from school for prolonged periods of time due illness or self-isolation will also be expected to complete daily maths and English challenges and work related to their topics as during the school closures.

Children will also have access to the weekly, activities, challenges or projects relating to the wider world and assembly themes.

For individual children isolating, we will not be conducting zoom meetings/tutorials with class teachers as they will be in school teaching the rest of the class. However, we will be in regular contact through phone calls and well-being checks.

Homework – All Children
We have decided to continue to use Google Classroom whenever possible for setting and receiving homework.

Children from Y1 to Y6 will receive weekly homework tasks for English and maths and will be given topic-based homework projects at various points in the year.

This will help with limiting the number of books and worksheets used that could cause cross-contamination of Covid-19.

There may be times when Google Classroom is not appropriate, depending on the nature of the homework task/activity.

If you have any technical issues with using google classroom or you do not have access to a device, please let your child's class teacher know so we can make alternative arrangements.

The more children familiarise themselves with Google Classroom, the better. We need them to be independent and accustomed to work this way should their year group bubble have to close.

Children in EYFS will also have access to homework as and when appropriate. You will be notified of any tasks that are uploaded.

All children will be able to access Mrs Scannell's weekly activities, challenges and projects relating to the wider world and assembly themes. We would appreciate your support by encouraging your child(ren) to participate in this additional learning.

Please remember:

This system is not perfect and at times may not be suitable to your own family circumstances. Everyone's home life is different, but we are doing all we can to make sure children can learn!

We will protect our children and staff online by ensuring all the necessary Google Classroom privacy settings are in place. Teachers will not be reading and responding to any questions or queries sent through the google email system.

Any misuse of Google Classroom through inappropriate and unreasonable messages to teachers, **threatening, aggressive or abusive behaviour will be reported to the police. In the event of misuse, the account will be disabled whilst under investigation.**

For more information regarding the privacy notice please read:
https://gsuite.google.com/terms/education_privacy.html

There may be occasions when teachers are not available to respond to children immediately. There will be times when they will be repeating zoom meetings, working on other school related tasks or taking a break.

At school maths tasks are daily, the actual tasks usually take between 20 and 40 minutes in maths depending on the children's age and ability. English tasks can take a bit longer when completing extended writing.

Average attention spans work out like this:
- 2 years old: four to six minutes
- 4 years old: eight to 12 minutes
- 6 years old: 12 to 18 minutes
- 8 years old: 16 to 24 minutes
- 10 years old: 20 to 30 minutes
- 12 years old: 24 to 36 minutes

So, don't worry if your child loses concentration during a learning task.

Children don't spend every minute of the day at school working on tasks. Part of the time is spent working in discussion groups and learning through talk and play.

Maths and English are always taught in the morning at school because that is when children's concentration is at its best. As children get older, they can listen and concentrate for longer. If your child is struggling to concentrate, take a break and return to the task later.

We are not asking you to home school children, but to support their learning. We will aim to make instructions clear and concise, obviously, younger children will require more support.

Mental Health and Well Being

This is a challenging time for everyone and supporting learning at home is not easy. This time will be difficult for children too. They will be missing their friends, the social part of school life and working collaboratively with others.

Many school set tasks are geared towards working with a partner or as part of a team. Children will be missing these experiences despite having online learning.

Children's mental health and wellbeing must come first, the learning tasks set through Google Classroom must not put children under further unnecessary pressure during this difficult time. After tasks have been set, how you manage their home learning is then up to you. You know your child best.

During this challenging period when the schools are closed, children's mental health could suffer. It is paramount that fun activities at home continue and please take the opportunity to do plenty of creative and fun things… cook, paint, make things, play games, exercise, laugh and have fun!
This is a hard time for everyone, thank you for your continued support. We will continue to do our best to support you however we

Appendix B
Homework at Ernesford Grange Primary School

We have decided to continue to use Google Classroom whenever possible for setting and receiving homework.

Children from Y1 to Y6 will receive weekly homework tasks for English and maths and will be given topic-based homework projects at various points in the year.

This will help with limiting the number of books and worksheets used that could cause cross-contamination of Covid-19.

There may be times when Google Classroom is not appropriate, depending on the nature of the homework task/activity. In these instances, paper-based tasks and activities may be provided with instructions.

If you have any technical issues with using google classroom or you do not have access to a device, please let your child's class teacher know so we can make alternative arrangements.

The more children familiarise themselves with Google Classroom, the better. We need them to be as independent as possible and accustomed to work this way should their year group bubble have to close.

Children in EYFS will also have access to homework as and when appropriate. You will be notified of any tasks that are uploaded.

All children will be able to access weekly activities, challenges and projects relating to the wider world and assembly themes. We would appreciate your support by encouraging your child(ren) to participate in this additional learning.

Children will still be expected to read at home and measures are in place to ensure books are quarantined and cleaned when they are changed.

Marking and Feedback

Teachers will acknowledge the children's homework with a comment that recognises they have seen and appreciate the children's work.

Most homework set is for consolidation of the learning that has taken place during that week and forms a very small part of the children's learning.

Depending on the task and if appropriate, answers will be uploaded after the deadline for the homework so the children can check their own work.

Addressing misconceptions and giving feedback will take place verbally in the classroom if necessary.

Appendix C

Google Classroom

I am pleased to say that we are putting the finishing touches to **Ernesford Grange Primary School Google Classroom**.

This will be a new way of learning for your children and a whole new experience for our teachers too so please bear with us.

Before we can do anything your children must sign up with your help.

- You will need to go to your internet browser (ideally Google Chrome).
- Go to google.com
- Sign in using the UN and password below.

Your child's log in details are their **first name and surname with a full stop between**.

Followed by **@ernesfordgrange-coventry.org.uk** all lower case.

For example:

UN: ian.taylor@ernesfordgrange-coventry.org.uk

Password: welcome1

As soon as you have logged in for the first time, **change your password immediately** and write it down and keep it in a safe place. We cannot guarantee we will have technical support on hand to reset any forgotten/lost passwords.

We need to take this first step as part of setting up Google Classroom. Once all the children have signed in we will conduct a two day trial on **Wednesday 8th and Thursday 9th April.**

You do not need to do anything else. Activities and learning tasks will not be officially uploaded for completion until the dates above. However, teachers will be familiarising themselves with this system. If work appears in your child's online classroom, please ignore.

After the trial we will refine our Google Classroom over Easter in preparation for the summer term.
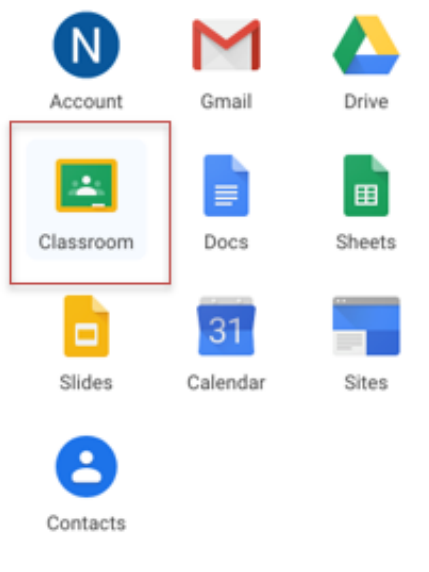
Signing into Google

Sign in using your temporary password.

You will be asked for a new password. Make sure you write your new password down somewhere safe.

Click on the Apps button to go to Google Classroom.

Your login button has now changed to your profile button.

Accept your Classroom invite.

6A Maths Group

0 students

You're invited to teach this class.

Decline   Accept