



## REMOTE LEARNING POLICY

### 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
- ensure 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 lockdown.

### Roles and responsibilities

#### Senior leaders (middle and senior leadership team)

Senior leaders are responsible for;

- coordinating the remote learning approach across the school
- monitoring the effectiveness of remote learning
- monitoring the security of remote learning systems, including data protection and safeguarding considerations
- taking responsibility for ensuring cover is provided for remote learning if the class teacher is unwell and unable to lead their class' remote learning. If this is the case, home learning provision and systems may need to be adapted due to staff availability
- The Head of School has responsibility for the home learning and should be contacted with any questions

#### Designated safeguarding Lead

The DSL is responsible for: Safeguarding concerns, including those related to Remote Learning  
Please refer to Child Protection and Safeguarding Policy and addendum.

#### Teachers

When providing remote learning, teachers are responsible for;

Setting work;

- providing learning for their current class
- providing daily Maths, Reading and Writing activities and recorded/live inputs for lessons as per the school timetable
- daily phonics lessons will be planned for EYFS, KS1 and SPAG lessons for KS2
- 3 to 4 lessons for foundation subjects each week
- uploading daily /weekly learning onto the Home Learning Drive
- ClassDojo (class story and creating activities on portfolio)
- uploading videos of stories and/or teaching input onto the Home Learning Drive
- outline the work daily via their ClassDojo page

Providing feedback on work;

- pupils can upload their completed work to their Portfolio Page on ClassDojo
- all work submitted will be acknowledged by the class teacher
- feedback will be given for all completed work uploaded
- feedback will be age appropriate
- if work is completed in the paper workbooks given, parents can take photos of the work and upload to Classdojo to have feedback

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

- if there has been no communication from either a parent or child via ClassDojo by day 2 each week of lockdown/self-isolation period starting, the classteacher will contact the parents by Classdojo on day 3 or before and if no response is forthcoming then the DSL will contact the parent by the end of the same week.
- vulnerable pupils will be called weekly in line with their peers- CP/EHCP/identified pupils

### Subject leads

Subject leads will continue to be responsible for monitoring the planning for their subject

### Pupils and parents

Staff can expect pupils to learn remotely by;

- completing work set
- complete and submit work onto ClassDojo
- complete a minimum of three hours a day of learning tasks for KS1 and four hours a day of learning tasks for KS2
- seek help if they need it, from their teachers

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 of staff and show understanding of constraints

### 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.

### 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 relevant subject lead or SENCo
- issues with behaviour – talk to SLT
- issues with IT – talk to IT staff
- issues with their own workload or wellbeing – talk to SLT/Mental Health Lead (SR)
- teacher concerns about data protection – talk to SLT
- concerns about safeguarding – talk to a DSL

### Data protection

### Accessing personal data

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

- access parent contact details via dojo or school office
- do not share any details with third parties.

### Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to;

- all staff devices are encrypted to ensure safety
- all devices have antivirus and anti-spyware software
- 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)
- making sure the device locks if left inactive for a period of time
- not sharing the device among family or friends

### Safeguarding

Please refer to Child Protection and Safeguarding Policy and addendum.

### Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government to the School.

### Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Home-school agreement
- ICT and internet acceptable use policy
- Esafety Policy

Addendum :

### **Remote Learning Agreement - children who are working remotely and in school**

We ask all children, young people and adults involved in the life of Brooksward School/Drayton Park School to sign this Remote Learning Agreement to outline how we expect them to behave when they are online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media (both when on school site and outside of school).

Your children should not behave any differently when they are out of school or using their own device or home network than they would in the classroom whilst completing remote learning.

The rules around behaviour and respect for pupils applies to all members of the school community, whether they are at home or school whilst they are carrying out their learning.

You can read the full Remote Learning Policy on our website for more details on our approach to online safety and links to other relevant policies (e.g. Safeguarding Policy, Behaviour Policy, etc).

If you have any questions about this RLA or our approach to online safety, please contact the school.

Parent/carers and each child must read the following guidance and agree to the conditions.

#### **Parent/Carer Agreement**

1. I understand that Brooksward/Drayton Park School uses technology as an approach to their remote learning whilst pupils are unable to attend school.
2. I understand that the school takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials, including behaviour policies and agreements and internet safety education. However, the school cannot be held responsible for the nature and content of materials accessed through the internet and mobile technologies at home, which can sometimes be upsetting.
3. I understand that the video and microphone will be on and others on the virtual session will be able to see and hear my child when we are engaged in a class group session.
4. I will promote positive online safety and model safe, responsible and positive behaviours in my own use of technology, including on social media: not sharing other's images or details without permission and refraining from posting negative, threatening or violent comments about others, including the school staff, volunteers, governors, pupils or other parents/carers.
5. I understand that for my child to grow up safe online, s/he will need positive input from school and home, so I will talk to my child about online safety.
6. I understand that my child needs a safe and appropriate place to do remote learning if school or bubbles are closed. When on any live video calls with school, my child will be fully dressed and in a space where there are able to concentrate, a clear background and the camera angle will point away from any personal information/photographs etc. Where it is possible to blur or change the background, I will help my child to do so.
7. I understand that whilst home networks are much less secure than school ones, I can apply

child safety settings to my home internet. Internet Matters provides guides to help parents do this easily for all the main internet service providers in the UK. There are also child-safe search engines e.g. swiggle.org.uk

8. I understand that I am responsible for supervising my child's access to virtual calls and will monitor my child during this time and take responsibility for their conduct. I understand that I am not part of the learning session and will be there to support my child with their technology, where appropriate. I will ensure that they are ready for their live learning session.

9. I understand that each virtual meeting will end at the discretion of the teacher and that children may face future sanctions such as being blocked or removed from calls if they do not follow this agreement.

10. I understand that virtual sessions will be recorded by class teachers and may be saved according to data protection guidelines and safeguarding.

11. I understand that I must not take any photographs or videos of the live session myself.

12. I understand that teachers or support staff will lead and facilitate all virtual meetings and that classroom behaviour and rules will be followed by my child during this time.

13. I understand that I must maintain confidentiality of the content of the virtual sessions and not share any information about it verbally or online.

14. I understand if I am concerned about anything that happens in the live session, I must report it to the class teacher or Head.

### **Child Agreement**

Please share this with your child so they know what they must do to keep themselves safe online.

1. When I learn online – I use technological devices and logins for remote learning, other activities and having fun. All of my devices and systems are monitored by an adult when I'm using them at home.

2. When I am completing my home learning, I follow the school values

3. I will only use devices, apps, sites and games that are age appropriate when I am allowed to.

4. I am a friend online – I won't share or say anything that I know would upset another person or they wouldn't want shared. If a friend is worried or needs help, I remind them to talk to an adult, or even do it for them.

5. I am a secure online learner – I keep my passwords to myself and reset them if anyone finds them out. Friends don't share passwords!

6. I am careful what I click on – I don't click on unexpected links or popups, and only download or install things when I know it is safe or has been agreed by trusted adults. Sometimes app add-ons can cost money, so it is important I always check.

7. I ask for help if I am scared or worried by something I see – I will talk to a trusted adult if anything upsets me or worries me on an app, site or game.

When I am on live learning sessions I will:

- be ready to learn including going to the toilet before the session
- dress appropriately
  
- I am in a safe and calm place at home which is a suitable space for my teachers to call me in.
  
- I will follow the school values at all times and use kind words towards others during calls.
  
- I will listen and follow the instructions of the class teacher during calls in the same way I would in the classroom.
  
- If I have a question, my teacher will let me know how I can do this
  
- I will be ready for my learning with the resources I need (paper, pencil, online resource)
  
- I will complete all work set as well as I possibly can

If I have any questions about this, I will ask my family or teacher.

**Child Agreement:** I have shared this with my child and they have understood this agreement

YES

Child Name

**Parent/Carer Agreement:** I have read and agree to all terms

YES

Adult Name

We ask all parents to sign a copy of the following agreement :

Approved by: Full Governing Body

Date: 1<sup>st</sup> February 2021