REMOTE LEARNING POLICY - AUTUMN 2022

DATE OF REVIEW: Ongoing

### Aims:

When teaching pupils remotely, we expect to:
• set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects
• teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to
be taught and practised in each subject
• provide frequent, clear explanations of new content, delivered by a teacher in the school or through high-quality curriculum resources or videos
• gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work
• enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding
• plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers

### Policy:

This remote learning policy has been written as guidance for staff and parents during the COVID-19 Pandemic.

It sets out the systems and technology that staff will use to keep the learning experience going for children, and details how they can be used effectively and safely, while allowing for the differing needs of families.

The school's usual Online Safety Policy and Acceptable Use Agreements still apply at this time but this policy is an addendum in these unprecedented circumstances.

The staff remote learning lead is Mr Adams and any concerns, questions or feedback can be communicated with him through email. If you are unable to access the internet or do not have enough devices then please get in touch, we may be able to help.

### A flexible approach:

Keeping regular learning going during the period that schools are closed is of great importance to reduce the impact on children's education, however we understand that everyone's circumstances at home will be different. Some families have one child to support while others have several. Some families have one device to share while others may have more – and some things may work differently on different devices. Some parents will have plenty of time to help their children learn,

while others will be working from home and may have much less time and some children will be able to work more independently than others or need greater challenge.

Due to this we are providing a flexible approach to remote learning. We will offer a variety of weekly learning activities across the curriculum so that pupils can work their way through as much as they are able, at a time that suits them. We will also provide paper based learning packs for when devices are unavailable or restricted

**Remote Educational Provision For Individuals Who Are Self-Isolating**
In the event that individual pupils are confirmed to be self-isolating or shielding due to COVID, Class Teachers will provide access to a weekly timetable of remote learning activities. This will be shared via Google Classroom, email or class packs.

This timetable will link to our long-term curriculum plans and the learning that is happening in school. While, also, remaining manageable for staff to prepare on top of their usual weekly workload. To do this, we will make use of a number of ready prepared, high quality, online materials and supplement these with our existing subscription packages which children are familiar with.

We appreciate that some families may not be able to engage with the full timetable, and in this case suggest they focus on key learning priorities to try to reduce the impact on children's core Maths and English skills.

Staff will endeavour to view and feedback on as much of student's work as they are able, while balancing their workload inside of school. Students at home should receive feedback at least twice a week.

**Remote Educational Provision For Whole Classes**

In the event of that a whole class or whole school have to self-isolate, class teachers will post weekly timetables on Google Classroom for their class. This will outline a range of learning activities in the full range of curriculum areas and contain tasks and links to follow.

There will be scheduled opportunities to engage with live lessons/videos and question and answer sessions. Throughout the day, further posts on Google Classroom will add extra detail or examples as necessary and Google Classroom assignments will be set to collect in.

Other optional events and enrichment activity ideas will be spread throughout the week to help keep the children engaged and enthusiastic, as well as supporting their social interaction and physical and emotional wellbeing at this time.

If there is a full lockdown, partner teachers and teaching assistants will work together to provide a high quality education; one teacher will be teaching the Key Worker children in school; the other teacher will be setting work and lessons on Google Classroom, as well as conducting feedback.

**Interaction:**

We are keen to make remote learning an interactive experience through the submission and sharing of work by children and delivery of feedback from teachers. Also, by arranging opportunities for pupils and families to compete, interact and collaborate, for example through Times Tables Rockstar Battles, house point competitions, etc.

We will also provide some live feed contact for children so they have the opportunity to still be part of a class discussion. We will use the Google Classroom live feed tool to do this. This should provide some safe, supervised and structured opportunities for children to chat and get instant feedback from their teacher and classmates.

Communication between staff and pupils / families must be through the authorised school systems. It should follow the usual rules outlined in the Online Safety Policy and Acceptable Use Agreements.

Due consideration should be put in by staff before sharing photo or video as to whether there are any issues regarding reputation, professional conduct, online safety or other safeguarding. We would strongly recommend that staff avoid using personal devices and should only use school provided equipment.

**Sites and Services:**

We are currently delivering remote learning through a range of sites and services, most of which are part of our usual online provision for children:

Google Classroom is our main method of communication between school and families and is used for posting daily timetables, lessons and text, video and photo updates between staff and families. https://edu.google.com/intl/en-GB/products/classroom/?modal_active=none

Differentiated maths activities can be assigned and completed through my maths https://www.mymaths.co.uk/ and Times Tables Rock Stars https://ttrockstars.com/

Spelling and Grammar can be accessed for Year 5/6 can be practised through https://www.spag.com/

We may try and make use of other subscriptions as time goes on. Further details will follow as necessary. If you require login details for any of these, please get in touch with your class teacher

Any use of online learning tools and systems is in line with privacy and data protection / GDPR requirements. See our policies.

**Safeguarding & Remote Learning:**

With the increased use of digital technologies that comes with remote learning, safeguarding implications need careful consideration.

Parents are advised to spend time speaking with their child(ren) about online safety and reminding them of the importance of reporting to an adult anything that makes them feel uncomfortable online. While we will be doing our best to ensure links shared are appropriate, there may be tailored advertising which displays differently in your household or other changes beyond our control.

Online safety concerns should still be reported to the school's Online Safety Lead (Mr Adams) as normal. Parents can do this through email

The following websites offer useful support:

- Childline - for support

- UK Safer Internet Centre - to report and remove harmful online content

- CEOP - for advice on making a report about online abuse

In addition, the following sites are an excellent source of advice and information:

- Internet matters - for support for parents and carers to keep their children safe online

- [London Grid for Learning](#) - for support for parents and carers to keep their children safe online

- [Net-aware](#) - for support for parents and careers from the NSPCC

- [Parent info](#) - for support for parents and carers to keep their children safe online

- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online

- [UK Safer Internet Centre](#) - advice for parents and carers

If parents have any safeguarding concerns that need discussing, they can contact one of our Safeguarding Leads: Mrs Mansell, Mrs Wood or Mrs Hill via phone call or email and we will get in touch as soon as possible. Please mention, when ringing school, that it is a safeguarding concern.

Staff should continue to be vigilant at this time and follow our usual online safety and safeguarding / child protection policies and procedures, contacting a safeguarding lead directly by phone in the first instance.

**Data protection:**
**Accessing personal data**
When accessing personal data, all staff members will:
All staff have access to CPOMS to record any parent contact or concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party.

Teachers are able to access parent contact details via Integris using a secure password. Do not share any details with third parties and ensure Integris is in logged off.

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

School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

**Sharing personal data**
Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.
While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

**Keeping devices secure**
These tips are based on our article on GDPR and remote learning. Talk to your data protection officer for more help, and your IT staff if you want to include details on how to put these measures in place.
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

Links to other policies (available on the website):

Safeguarding / Child Protection Policy

Online Safety Policy / Acceptable Use Agreements

Behaviour Management Policy

Guidance For Safer Working Practice For Those Working With Children

Data Protection / GDPR Policy

APPENDIX: National Online Safety Agency Top Tips For Parents:

# 0TOP TIPS

## REMOTELEARNINGFORPARENTS

Remote learning can be a great way to continue learning outside the classroom, particularly in diGcult circumstances. For parents and carers, the idea of remote learning isn't always straightforward and there can be a number of factors they need to consider, especially around ensuring their children feel comfortable and are familiar with the whole concept. That's why we've created this guide to help parents and carers support their child in getting the most out of their remote learning experience.

### 1) Take an active interest in your child's learning

Take an interest in their learning and help assist them whenever they need a helping hand.

### 2) Monitor your child's communication and online activity

It's important to remind your child that despite being at home, the same level of behaviour and conduct exists as if they were at school. Encourage them to remain polite, remember their manners and not to post or send any negative comments just because they are behind a computer
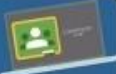
### 5) Ensure your learning device is in a public space in the home

Information sharing and keeping your device s o t of th 'ed om''as' m a'y be required to download hertain software or apps. Whil'st these are

### 7) Ensure your child only uses official school communication channels

It's important that all communication with teachers and school staff is directed through approved school channels, whether that be through the school's online portal or the relevant secure messaging site.

### 8) Familiarise yourself with relevant school policies

Schools should have a policy on remote learning and direction that they can share with parents. Familiarise yourself with this and ensure you know what is expected of teachers and your child during lessons, both online and offline.

### 9) Maintain feedback with teachers

Engage in communication with teachers where possible and try to feed-back progress and development as well as any helpful suggestions around the learning process. Be transparent but remain professional and only use official channels to communicate.

### 10) Monitor your child's wellbeing and mental health

Remote learning will likely mean that your child won't get the same level of social interaction and might not see their friends for a while. Keep a check on their wellbeing and try to encourage them to get out as much as you can. Whilst learning from home might seem fun and exciting to start with, missing out on seeing their friends everyday might take its toll.