



# Remote Learning Policy

**Approved by SLT on:** 14<sup>th</sup> December 2021

**Review Date:** Autumn Term 2022

# Barley Lane Primary School

## Lockdown Procedures

### Contents

|  |   |
|--|---|
| 1. Aims .....                          | 2 |
| 2. Remote Learning Overview .....      | 2 |
| 3. Roles and responsibilities .....    | 3 |
| 2.1 Teachers.....                      | 3 |
| 2.2 LTAs.....                          | 4 |
| 2.3 Subject leaders .....              | 4 |
| 2.4 Senior leaders .....               | 4 |
| 2.5 Designated safeguarding lead ..... | 5 |
| 2.6 IT technician.....                 | 5 |
| 2.7 Pupils and parents .....           | 5 |
| 2.8 Governing board.....               | 5 |
| 3. Who to contact .....                | 5 |
| 4. Data protection.....                | 6 |
| 4.1 Accessing personal data .....      | 6 |
| 4.2 Processing personal data.....      | 6 |
| 4.3 Keeping devices secure.....        | 6 |
| 5. Safeguarding.....                   | 6 |
| 6. Monitoring arrangements .....       | 7 |
| 7. Links with other policies .....     | 7 |

---

### **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. Remote Learning Overview**

#### **Online Lessons:**

In case of whole-school lockdown, children will be offered five morning and three afternoon online lessons via Zoom per week (maths, English, phonics/foundation) There will also be a weekly assembly, delivered by a member of the leadership team. Online lessons will last for 30 minutes in Key Stage 2, and between 20-30 minutes in Key Stage 1.

In the case of a class bubble isolating, the class will be offered a morning and afternoon online lesson via Zoom each day

#### **Independent Tasks:**

During online lessons, children will be set tasks to complete independently throughout the day. These will be reviewed during the next lesson. The tasks will be set on Purple Mash and must be uploaded to this platform for marking by the class teacher.

### **Communication**

Children and parents can contact the class teacher throughout the school day (8:30 – 3:30) via their class email address (e.g. 6n@barleylane.redbridge.sch.uk)

## **3. Roles and responsibilities**

### **2.1 Teachers**

In the case of an entire class or bubble self-isolating, when providing remote learning, teachers must be available between 8:30 and 3:30. 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:**

- Daily message to be uploaded to Purple Mash by 9 am
- Any activity sheets being used during the zoom activity or for independent work to be uploaded to Purple Mash by the team.
- Teams should plan the online sessions and accompanying work together, to ensure consistency

#### **➤ Providing feedback on work – cover details like:**

- Pupils should send any completed work to teachers via Purple Mash. If this is not possible for some reason, the class email can be used.
- Teachers will feedback via Purple Mash
- Teachers should respond to any emails from parents/children within 24 hrs

#### **➤ Keeping in touch with pupils who aren't in school and their parents:**

- Pupils are expected to make regular contact, and log in to at least one online lesson per day.
- Emails received in the year group email from parents and pupils are to be checked between 8:30am and 3:30pm, Mon- Fri. Emails must be replied to within 24hrs. Only send replies between these times. Anyone can respond to the class email enquiries from that year group, it does not have to be the actual class teacher as they may have teaching responsibilities
- Any complaints or issues that are received are to be dealt with professionally by the class teacher and the YGL and DHT for that class should forwarded a copy of the communication. If necessary teachers to contact the YGL or member of SLT for advice (see emailing tips and strategies in the appendix)
- Contact should be polite and encouraging. Teachers must adhere to the email policy and not give out any personal details. Any concerns should be forwarded to the YGL or a member of SLT who may choose to contact the parents directly. There is no expectation from school that work must be completed at this time. We believe our parents will be doing their best.

#### **➤ Attending Online Zoom virtual meetings with staff and pupils (some may involve parents, e.g. annual reviews):**

- Adhere to training and guidance provided by the school in Summer 2021 and refresher in Spring 2022
- Take a register of pupils attending
- Professional dress code
- Appropriate location to be used, e.g. do not host a Zoom from a bedroom or with family in the background, avoid areas with background noise, nothing inappropriate in the background

If teachers will also be working in school, YGL and SLT to discuss who'll cover the responsibilities during the time of a zoom for self-isolating children

## **2.2 LTAs**

When assisting with remote learning, teaching assistants must be available between 8:30 and 3:30

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 who aren't in school with learning remotely:
  - As per SENco and SEN team request
  - Preparing 'work packs' where requested
- Attending virtual meetings with teachers, parents and pupils (e.g. annual reviews):
  - Adhere to training and guidance provided by Mina Patel in summer 2020
  - Professional dress code
  - Appropriate location to be used, e.g. do not host a Zoom from a bedroom or with family in the background, avoid areas with background noise, nothing inappropriate in the background

## **2.3 Subject leaders**

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

- Monitoring the work set by teachers in their subject
- Review work set weekly on the website
- Review your current subject in the light of the current action plan and previous home learning experience
- Working with other subject leaders and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Alert teachers to resources they can use to teach their subject remotely

## **2.4 Senior leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – SLT
- Monitoring the effectiveness of remote learning – reviewing work set by teachers weekly, monitoring Purple Mash, co-hosting zooms, monitoring email correspondence between parents and teachers

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## **2.5 Designated safeguarding lead**

The DSL is responsible for:

- Maintaining contact, collating, passing on information and responding to any concerns via Safeguard.

## **2.6 IT technician**

IT technician is responsible for:

- Creating emails for classes and overseeing Purple Mash logins
- 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 systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices

## **2.7 Pupils and parents**

Staff can expect pupils learning remotely to:

- Be contactable during the school day between 8:30 and 3:30, but we do not expect pupils to 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 LTAs
- Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- Seek help from the school if they need it – staff should refer parents to the 'Home Learning' section on the Barley Lane website for the teacher messages and other useful links for learning
- Be respectful when making any complaints or concerns known to staff

## **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 YGL, SLT, relevant subject lead or SENCO
- Issues with behaviour – talk to the YGL
- Issues with IT – talk to IT technician
- Issues with their own workload or wellbeing – talk to their YGL or SLT
- Concerns about data protection – talk to the data protection officer (A.Mercer)
- Concerns about safeguarding – talk to the DSL team (M. Henry, V. Ballantyne, C. Knight)

## **4. Data protection**

### **4.1 Accessing personal data**

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

All staff have access to Safeguard 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 Scholarpack using a secure password. Do not share any details with third parties and ensure Scholarpack is in logged off.

SLT have the ability to locate personal details of families when required through securely accessing Scholarpack.

SLT are not to share their access permissions with other members of staff.

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

### **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. Safeguarding**

Please see the following for updates concerning safeguarding in relation to home learning. COVID-19 amendments to the Child Protection Policy this also details reference to remote learning curriculum and risks online.

## **6. Monitoring arrangements**

This policy will be reviewed as and when updates to home learning are provided by the government. At every review, it will be approved by Mr Henry (Headteacher) and SLT

## **7. Links with other policies**

This policy is linked to our:

- Positive Behaviour policy
- Child Protection and Safeguarding policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Covid Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy