

THORPE PRIMARY SCHOOL



THORPE PRIMARY
We Care

Remote Learning Procedures

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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 8.15am and 3.15pm (directed time).

If they are unable to work for any reason during this time, for example due to sickness or caring for an ill dependent, they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

Remote Learning expectation for bubble closure or lockdown.

Step 1: Ensure work is set for each day on Google Classrooms.

This will follow the class' current timetable.



Step 2: Each child's work will be 'returned' and feedback provided.



Step 3: The 'Grades' function will be used to identify children that are not accessing the home learning.



Step 4: Parents/carers of the children not accessing the work will be challenged.

If children still do not access the work after these steps have been followed, the SLT should be informed to take further action.

- Setting work:
 - Teachers who do not have access to sufficient internet at home must contact a member of SLT to arrange use of their classroom or for an internet dongle to be supplied on loan.

- Class teachers will set work for their class as outlined in the below flow chart. In the event of being unable to do so due to illness, a member of the SLT will provide appropriate work for the class.

Teachers who are self-isolating and are asymptomatic are expected to provide home learning opportunities unless they are too ill to work.

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If the teacher is too ill to work, they need to declare this by following the normal absence procedure.

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If the teacher is too unwell to work, a member of the SLT will take responsibility for setting the work.

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A member of SLT will alert the parents on Google Classrooms or via text that the teacher is unwell and is unable to provide feedback whilst they are unwell.

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The teaching assistant will take on responsibility for contacting the children and/or parents for those needing extra support or not accessing the work set.

- In the event of children self-isolating and the rest of the class in school, class teachers will post the week's learning tasks on Google Classroom, that the children can complete at home, indicating when tasks will need to be submitted.
- PPA time is given for each teacher on each day they are in school.
- Teachers who are self-isolating but available to work (as no sickness absence needs to be taken), are expected to set work from home and follow the above flow chart.
- Teachers must use Google Classroom as the primary form of communication between teacher and pupils. This is where teachers should post assignments and work that the children are to complete and hand in. This may be through recording on paper and a photograph taken and attached by the children, or an online document that has been provided to the children.
- Teacher should immediately and continually discuss the safe use of Classroom and what is expected from the children from a learning and behaviour point of view.
- Teachers may take part in live teaching sessions through the use of Google Meet in order to help communicate learning (see virtual meetings point below).
- When teachers are setting work on other platforms/apps (Purple Mash, TT Rockstars, Spelling Shed, iamlearning, etc.) they must ensure a link is posted on their class assignment section or stream page through an announcement.

- Providing feedback on work:

- It is an expectation that work from pupils is marked, where appropriate, according to the school's feedback policy. The feedback should mostly be provided on Classroom through the feedback area on the children's assignments, and returned to them.
- Pupils will see their feedback and can respond accordingly.
- Teachers must ensure that 6 children's work is quality marked in each subject each day. The definition of a 'quality mark' for the purposes of online learning, would be that where children can respond to feedback through next steps, extension or challenge tasks or further intervention.

- Tracking remote learning:
 - It is an expectation that the class teacher will review the class tracking document, accessed within the 'Grades' section.
 - If children are not accessing the remote learning option, teachers are to contact the parents via the school telephone, email and/or text message system and establish what the barriers are and produce paper remote learning packs for the children who require them.
 - If the class teacher is working from home due to self-isolating, they must inform the school office of which parents require contacting or, if they are happy to do so, phone parents via personal telephone (ensuring their number is withheld) to ensure parents are contacted and provision can be arranged via a printed remote learning pack.
- Attending virtual meetings with staff, parents and pupils:
 - If teachers are performing live lessons or holding virtual meetings, these must be held on Google Meet. Teacher's accounts must be set up using their Google email address used for Classroom.
 - There must always be two members of staff present in the call whether the call takes place from the classroom or virtually within each meeting.
 - Meet invitations to live lessons must be sent through Classroom on the channel pages.
 - All live lessons must be recorded and uploaded to the teacher's Google Drive after taking place. The parents will have given consent for allowing their child to be involved in a recorded lesson by joining the meeting.
 - All staff must adhere to the Staff handbook regarding appropriate clothing and conduct.
 - At school:** videos and live calls can be conducted in the classroom ensuring no children's personal data can be seen in the background, such as names, dates of birth etc.
 - **At home:** videos and live calls must be conducted in an appropriate room such as the living room or other shared space, with an appropriate background that will not allow for anyone to walk behind the children or adult. Calls must not take place in a bedroom or other private area.
 - Calls must take place in an area that will be free from family noise and potential interruptions.
 - Teachers reserve the ability to mute children's microphones and disable video at any point of the call.
 - All safeguarding concerns witnessed within remote learning should be immediately reported to a DSL and logged via CPOMs.

2.2 Support Staff

When assisting with remote learning, support staff must be available during their directed working hours. If they are unable to work for any reason during this time, for example due to sickness or caring for an ill dependent, they should report this using the normal absence procedure.

When assisting with remote learning, support staff are responsible for:

- Supporting teaching and learning whilst the class bubble is closed and staff are in school:
 - Liaise with class teacher to prepare for daily lessons.
- Supporting teaching and learning whilst the class bubble is closed and support staff are self-isolating:
 - Liaise with class teacher to prepare for daily lessons.

- Staff are expected to attend virtual lessons via the Meet invitation sent by the class teacher, to support general teaching and learning.
- Support staff who do not have access to digital devices or the internet at home must contact a member of SLT for resources to be provided such as a laptop/iPad/tablet/internet dongle.
- Supporting teaching and learning whilst the class bubble is open and the class teacher is self-isolating:
 - Liaise with the staff member covering the class bubble as well as the class teacher to prepare for daily lessons including setting up virtual feeds for the self-isolating class teacher, if needed.
- Other virtual meetings and activities:
 - Support staff are expected to follow any directed activities sent by SLT such as CPD, staff briefings etc.
- Attending virtual meetings with staff, parents and pupils:
 - All staff must adhere to the Staff handbook regarding appropriate clothing.
 - **At school:** videos and live calls can be conducted in the classroom ensuring no children's personal data can be seen in the background, such as names, dates of birth etc.
 - **At home:** videos and live calls must be conducted in an appropriate room such as the living room or other shared space, with an appropriate background that will not allow for anyone to walk behind the children or adult. Calls must not take place in a bedroom or other private area.
 - Calls must take place in an area that will be free from family noise and potential interruptions.

2.3 Subject leads

Alongside their teaching responsibilities, subject leaders are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Working with other subject leads 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
- Monitoring the remote 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 remotely

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning – through regular monitoring and 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 Designated safeguarding leads

The DSLs are responsible for:

- The school safeguarding policy will be adhered to fully in relation to any safeguarding concerns brought to their attention associated with the provision of remote learning.

2.6 Computing Technician

The school's ICT Technician is responsible for:

- Fixing issues with systems used to set and collect work e.g., Classroom and Meet.
- Helping staff with any technical issues they are experiencing from either home or school. If supporting staff who are self-isolating this must be done virtually.
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer, Darren Harvey-Hill and SLT.
- Assisting pupils with accessing the internet or devices at school.

2.7 Pupils and parents/carers

Staff can expect pupils learning remotely to:

- Log on to their Classroom account at the beginning of the child's normal school day. This will ensure children are informed of their remote learning for that day and can plan their day appropriately.
- Complete daily work to the deadline set by teachers.
- Seek help if they need it, from teachers or support staff through Classroom.
- Alert teachers if they are not able to complete work.
- Adhere to the school's behaviour policy and follow classroom expectations at all times. Failure to comply will result in the class teacher following the school's behaviour flow chart.

Staff can expect parents/carers with children learning remotely to:

- Support their child/ren with daily remote learning tasks.
- Monitor their children's use of Computing equipment, internet and Classroom.
- Only contact the class teacher via the school office.
- Request a paper remote learning pack in the event that the child/ren do not have access to digital devices or internet at home.
- Make the school aware if their child is sick or otherwise cannot complete work.
- Seek help from the school if they need it.
- Be respectful and follow the school's complaint policy when making any complaints or concerns known to staff.
- The harassment and vexatious policy to be adhered to where any parent or carer displays behaviour or conduct which is deemed inappropriate.

2.8 Governing body

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
- Holding staff to account who fail to adhere to this policy.

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 relevant subject lead or SENCO.
- Issues with behaviour – talk to a member of SLT.
- Issues with IT – talk to the Computing technician.
- Issues with their own workload or wellbeing – talk to their line manager or SLT.
- Concerns about data protection – talk to SLT.
- Concerns about safeguarding – talk to the DSLs

4. Data protection

4.1 Accessing personal data

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

- Access and store personal data within their staff Classroom account not their '@thorpe.bradford.sch.uk' account.
- If staff members have remote access to school's server then retrieving and storing personal data must be done per the school's data protection policy.
- Staff must only use digital devices provided by school and not their own personal devices.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as children's email addresses, contact telephone numbers, parent/carer names and addresses etc as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals will not 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)
- Ensure that staff 'lock' their digital device when they leave it unattended and 'sign out' or 'shut down' their device after use.
- Not sharing the device among family or friends.
- Ensuring that installed antivirus and anti-spyware software remains active.
- Keeping operating systems up to date – always install the latest updates.