

Remote Learning Policy

Bentham Community Primary School



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Primary School

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 9 am and 3.30pm.

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:**

- Completing the Home Learning Sheet for children in their class. This contains Maths, Reading, Writing, Phonics and/ or Spelling activities, as well as a range of activities from at least four other curriculum areas. This format is standardised across all classes and ensures children have access to a broad and balanced curriculum.
- Where a teacher highlights a specific section of work or activity, the children at home must complete this and share it with the class teacher. All other activities are encouraged.
- Where appropriate, children with EHCP's will be provided with a specific range of activities that are tailored more directly to their educational or emotional needs. The SENCO will support with this, as required.
- All children in Year Two to Year Six have individual login details for Times Table Rockstars. This online program offers differentiated challenges that progress with child.
- Children in Class Four and Five have individual login details for Reading Plus and can access a range of electronic reading material from home.
- Children in Year Three to Year Six can complete Accelerated Reader quizzes from home. These are assessing the children's reading comprehension.
- All children will have access to their own Purple Mash Login details. Teachers can set "to do's" for their class to complete and teachers will signpost children to these through the Home Learning Sheet.
- Children in all year groups (excluding Nursery) must complete Rapid Recall Challenges to improve their mathematical fluency. Teachers must email these cards to parents so they can be completed at home.
- Providing a range of reading books, suitable for children in your class that can be collected from the Pram Store. It is the responsibility of the class teacher to ensure these are replenished regularly.
- Year Group specific CGP workbooks will be available for collection from the Pram Store.

In the event of a prolonged period of Local or National Lockdown, resulting in the closure of a specific class, bubble or whole school, teachers will provide work for children by 3pm each Friday – ready to be used the following week. If a closure is implemented over the weekend, this will be provided ASAP on

Monday and by lunchtime at the latest. They should also be uploaded to the class page on the school website.

Where individual children are absent due to self-isolation, but the rest of school is open for use as normal, class teachers will email parents with a Home Learning Sheet for their child to complete. The activities provided will be as closely match the activities that the children attending school will complete. Teachers should email work within 48 hours of the child's confirmed need for self-isolation.

➤ **Providing feedback on work:**

- Parents can email photos of children's work to class teachers using the class email addresses.
- Where appropriate, teachers can email back feedback or next steps.
- Teachers should reply to parental emails with 48 hours.
- Using the program Purple Mash, teachers can write personalised comments to a child if a "To Do" activity is set.
- Should a Local or National Lockdown result in the closure of school or specific bubble, a selection of a work will be shared and celebrated during a daily Zoom call. Teachers may also use this time to provide verbal feedback or edit work the children have completed. Each Friday a certificate will be virtually presented to the child or children.

➤ **Keeping in touch with pupils who aren't in school and their parents during a National or Local Lockdown:**

- Each day teachers will provide a 30 minute maximum online Zoom session for children and their parents to attend. [See the Zoom Policy for use of this program with children]. These 'Marvellous Me' sessions will focus upon the child's mental well-being, celebration of work completed and PSHE topics. They offer the opportunity to see the children and likewise the children see and hear from their teacher.
- Should a child and parent not attend a Zoom session, the class teacher or teaching assistant (directed by the class teacher) will make a welfare phone call and speak to the child.
- Class Teachers will monitor the children's use of electronic programs such as: Timestable Rockstar, Accelerated Reader, Reading Plus and Purple Mash. If a child has not logged in within a week, the teacher will send an email or message reminding them to take part.

➤ **Attending virtual meetings with staff:**

- Teachers must attend online staff meetings via Zoom.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between their normal working hours.

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 when directed by the class teacher or SENDCO.
- Attending virtual meetings with teachers, parents and pupils.

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Monitoring the work set by class teachers, as outlined above.
- Supporting colleagues with home learning activities.
- 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 by reviewing the work set by teachers and parental feedback
- 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.

2.6 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time
- Complete the home learning work set by the class teacher
- Seek help if they need it, from teachers or teaching assistants

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 when making any complaints or concerns known to staff

2.7 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 – Sarah Richardson
- Issues with behaviour – SENCO
- Issues with IT – Claire Pearson and then Schools ICT

- Issues with their own workload or wellbeing – Claire Pearson
- Concerns about safeguarding – Emma Chapman or Claire Pearson

4. Data protection

4.1 Accessing personal data

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

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 using Scholarpack. They have a secure password to login. Do not share any details with third parties and ensure you log off after use

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses or phone numbers 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. If a member of staff needs to phone a parent using their own device, they must block their number by dialling 141 in front of the number they are ringing.

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)
- 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 our updated Child Protection Policy.

6. Monitoring arrangements

This policy will be reviewed by the Head Teacher (Claire Pearson) and the Governing Body.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices

- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy
- Zoom Policy

Date Policy Written: September 2020

Date to Review: March 2021 due to fluid nature of Covid19